NAVIGATING THE PERMITTING PROCESS

Multnomah

County

necessary

permits

restaurant

Everyone Give City Bartenders and applies for & Recieve Health Recieve approval of nanagers apply **GRAND** Hire staff Final prep Business permi recieves Food State Ligour Ligour License for Alchohol from PBOT Handler's License to OLCC for **OPENING** Service permit License application "You can get one permit, Wait but a different bureau might have different requirements." Pre-opening Approval Apply for Pre-opening Schedule fire Apply for inspection by Wait 30 Outdoor delayed due BDS Wait igour License department Multnomah business days to holiday. Seating permi inspections from the city inspection County Health from PBOT Wait 14 days Services Permit recieved! "An occupancy change is challenging and triggers SDC Contractors fees. Construction costs can Realize your Planned finished work Reviewer end up being hundreds of Update design upgrade is to partner before inspectio Second Wait 40 Third BDS etermines you Wait and resubmit recieved BDS expensive. thousands of dollars." business days review! need another to BDS approval in a review! sink Electrician is missed email Wait for response You met with BDS and your Apply for Submit determines Wait 38 architect and Building and First BDS Wait corrected accidentally that your business **Trade Permits** contractor are review! designs to BDS "Permitting can be a designs are not days on the same through BDS adequate nightmare unless you are page! clear on what permits you need. It's ususally businesses that already have Apply for SDCs an understanding that can through BDS navigate." Good news! No street Use Change. Apply and pay Meet with the **PBOT** requires Occupancy improvements! Skip ahead! for BDS Early Wait for Change: Get City Planner street Wait more Acceptance to SDCs from BES, quote to through Early improvements understand Uh oh! Your PBOT, & Parks Assistance arrive Call for quote next steps space needs a Go back. Use Change Call for quotes from contractors Schedule a 15 Apply for Submit a Wait! Do you Apply for a You have saved for minute call Oregon Business Find a space Restaurant Pla Look at need a Restaurant years and secured a with BDS to Negotiate Look online License & Review with business License with potential for the loan for your determine for information lease register with

license with

the county

Portland DOR

restaurant

Multnomah

County

Legend **Best-Case Scenarios:** Knowledgeable entrepreneurs who have opened businesses before can secure permits more easily. They fast track decisions and know who to contact. **Suboptimal Scenario:**Suboptimal deicisions that delay opening and add expenses, extending the permitting process. These missteps often result from lack of experience navigating the complex requirements across multiple bureaus. Actions, Processes or Issues: You may be able to avoid some if you take the right path. **Permitting/Licensing Landmark:**You may not have to hit all of these to achieve your goal of openinig a restaurant. These may come about at any point in the permitting process.

Assumptions:

- Full service restaurant in Portland that seats 50 guests
- 1,000 square-feet floor plan
- Alteration/remodel cost of \$100,000
- Five new plumbing fixtures & three electical alterations
- Outdoor seating for 30 linear feet of sidewalk
- Restaurant sign is 10 feet

Sample Permitting Costs Space Requires Use Space Does Not **Permit or License Require Use Change** Change Category Business and Restaurant \$1,805 \$1,805 Licensing \$900 \$900 Liquor License Building Permit Intake \$2,065 \$2,065 System Development \$21,220 \$41,590 Charges Trades Permits and \$5,480 \$5,920 Other Fees Total \$31,129 \$51,939