



**Building and Safety Division/Permit Application Center**

**City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3503**

**503-588-6256 \* [eplans@cityofsalem.net](mailto:eplans@cityofsalem.net)**

If you need the following translated in Spanish, please call 503-588-6256.

Si usted necesita lo siguiente traducido en español, por favor llame 503-588-6256.

The permit process includes a review of your project drawings and documents. The following list is intended to be used as a guide in preparing the drawings and documents to be submitted electronically. Contact a permit technician for assistance.

1. A site plan, drawn to scale, displaying structure and proposed demolition, identifying all trees, and marking trees to be removed, uploaded to Drawings folder and titled "001 Site Plan".
2. Proof of property ownership uploaded to the Documents Folder(Tax Statement, Deed, Abstract of Title, Bill of Sale)
3. Copy of the owner/contractor contract, uploaded to the Documents folder.
4. Contact Public Works to verify Sewer cap requirements.