



Building and Safety Division/Permit Application Center
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
503-588-6256 * eplans@cityofsalem.net

(For office use only)
Permit #:

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.

Work site location and information

Street address of work site			
Suite			
Category of construction	Commercial	Multi-family	Triplex/Quadplex
Type of work	New Addition Alteration Interior Alteration Other (pools, retaining walls, etc.)		Civil Sitework Only Landscaping Only Seismic Retrofit Solar Array
Project description			
Site Plan Review permit number OR Exempt and Planner's initials			

People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)				
Property owner	Yes No			
Designer (person responsible for the plans)	Yes No			
Contact (person receiving correspondence)	Yes No			
Contractor (person or company doing the work)	Yes No			

Oregon Construction Contractors Board (CCB) Number: _____

Required documents for application

Review of plans and documents checklist	I have downloaded and reviewed the plans and documents checklist (Initials) _____
Agreement to submit payment	I will pay the review fee and upload plan documents within 72 hours of application acceptance (Initials) _____

Project information

Valuation*	
Type of construction	
Occupancy group	Existing: Proposed (use for new construction or changes):
Number of units in building (multifamily only)	
Total number of buildings (multifamily only)	
Finished square feet of the entire building	
Unfinished sq ft	
Number of floors	
Is a fire sprinkler system installed?	Yes No
If Mixed Use, Housing Type at Completion	
If Mixed Use, Total Accessible Units	

*The value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and profit for the work described.

Notices

Associated permits: Separate permit applications are required for plumbing, mechanical, electrical, fire sprinkler, fire alarm and/or fire line permits associated with this building permit.

Expiration of application: This application is valid for 180 days after it has been accepted as complete.

Inspections required: Approved city inspections must be completed before the work performed is enclosed.

Terms and conditions

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): _____

Authorized Signature: _____

Print Name: _____ **Date:** _____

To submit:

Save the file to your computer and email to eplans@cityofsalem.net.