



**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](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.

(For office use only)

Permit #:

Date received:

**A request for expedited plan review, if approved, reduces the plan review time to half the standard review time. Requests are granted only if staff and resources are available.**

A separate building permit application must be submitted along with this request to expedite plan review.

You will be notified within 5 days if your request to expedite plan review has been approved or denied. Plan review will begin upon approval if all your documents have been submitted and all review fees have been paid.

### Work site location and information

Street address of work site	
Suite	
Project description	

### People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
<b>Applicant</b> (person responsible for the permit)				
<b>Designer</b> (person responsible for the plans)	Yes No			
<b>Contact</b> (person receiving correspondence)	Yes No			

### Project information

<b>Is this a request for on-site plan review?</b> (Available only for tenant improvements in an existing structure, considered minor in nature)	Yes	No
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### Fees

The fees for expedited plan review are **in addition** to the standard plan review and permit fees. A third-party provider may be employed to meet the requested timelines.

Building & Safety (charged at \$150/hr, **2-hr minimum**)

Planning (charged at \$332/hr)

Fire (charged at \$150/hr, **2-hr minimum**)

Public Works (no charge)

Third-party service provider (actual cost)

## Acknowledgments

**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): \_\_\_\_\_

**Payment agreement:** By signing below, I acknowledge that I understand and agree I will be charged the rates indicated in this agreement including any costs related to hiring outside professional services and any staff overtime. I understand these charges are in addition to the standard fees. I understand and agree that no "special relationship is created between the permit applicant and the City of Salem, as defined by Oregon law. I further understand and agree that the City of Salem assumes no liability in any way connected with the processing, approval, or provision of the Expedited Plan Review requested.

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## City of Salem Request response (for office use; completed after request submission)

<b>Staff responding to request</b>			
<b>Date of response to request</b>			
<b>Request response</b>	Unable to grant request because:		
	Request approved with following fee estimate:		
		Building & Safety plan review estimated fee:	
		Planning plan review estimated fee:	
		Fire plan review estimated fee:	
	Total estimated fee:		

### To submit:

Save the file to your computer and email to [plans@cityofsalem.net](mailto:plans@cityofsalem.net).