



**Building and Safety Division/Permit Application Center**  
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513  
503-588-6256 \* [plans@cityofsalem.net](mailto:plans@cityofsalem.net)

ACCREDITED  
Building Department

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 #:

### Work site location and information

<b>Parent permit number</b>			
<b>Street address of work site</b>			
<b>Lot number and subdivision name</b>			
<b>Category of construction</b>	Commercial	Multifamily	One/Two family
<b>Reason for phased permitting</b>			

### People information

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

**Oregon Construction Contractors Board (CCB) Number:** \_\_\_\_\_

### Project phase information

**Valuation for the entire project, rounded to the nearest dollar** (include all equipment, materials, labor, overhead and profit for the entire project): \_\_\_\_\_

	Phase description	Phase Valuation (rounded to nearest dollar)	Expected submittal date
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

## Notices

**Fees:** Phased permitting fees are in addition to standard permit fees

- a) **One and two family dwellings:** \$150 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500 per phase.
- b) **Other structures:** \$250 application fee per phase plus 10% of the total building permit fee not to exceed \$1,500 per phase.

**Summary of phased permitting:** If granted, phased permitting will shorten the review time.

**Approval risks:** The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of the code. The applicant of such permit for the foundation or other parts of a building or structure shall proceed at the applicant's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

**Approval process:**

- a) A completed application must be submitted a minimum of one week prior to submittal of plans for review.
- b) Once the application is received, staff will contact all of the departments required to review the project and verify each department has the resources to meet the review timelines. If all departments have the resources, the phase permitting application will be approved.
- c) A third party provider may be employed to meet the timelines.

## 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.

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

**Designer Signature:** \_\_\_\_\_

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

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

**Contractor Signature:** \_\_\_\_\_

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

## City of Salem Building & Safety Division approval

(For office use only)		
Signature of approver:	Date:	Notes:

**To submit:**

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