



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

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 through ProjectDox. Contact a permit technician for assistance.

Note! Drawings and documents should be uploaded in the order they appear below.

Drawings

1. Cover Sheet, if applicable.
2. Site Plan and Civil Drawings, drawn to scale on minimum size of 11x17 page, which includes the following:
 - North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
 - Names of all adjacent streets, and all property lines including those within the project site.
 - Layout of buildings, decks, driveways, sidewalks, parking, and handicap/fire department access
 - Corner and finished floor elevations and 5 feet elevation contours.
 - Existing public and private utilities located on the property (Storm, Water & Sewer)
 - Proposed utility locations to point of connection/discharge, size, slope, length, and material: including roof, footing and under-floor drains and fire service/hydrants.
 - All applicable structures and features on the property.
 - Information on street frontages (width of right-of-way, type, and width of street, including curbs, gutters, sidewalks and pavement type).
 - Accessible route from the public way to building and accessible parking details complying with 2018 OTC.
3. Landscape plans, as applicable.
4. Demolition plan, as applicable. A [structural demolition permit](#) is required when an entire structure is being demolished.
5. Elevations (drawings) drawn to scale with correct building orientation and north arrow.
6. Fire/Life/Safety code analysis and page summary showing proposed use, building type, occupancy classification, allowable area according to occupancy classification, actual square footage, etc.
 - Summary should include egress paths, fire separation walls, exit separation distances, common path and travel distance calculations, exit and stair occupant loads, and egress sign/lighting, as applicable.
7. Floor plan(s) for both existing and proposed showing each area or room's use and occupant load.
8. Engineering for special conditions (trusses, high walls, bracing, anchorage, etc.) to be included on drawings showing the expiration date of the engineering stamp.
9. Foundation plan including footing size, wall height, insulation requirements, sections and required reinforcing and ventilation.
 - Footing details for canopies, decks, roofs, and awnings.
10. Floor details:
 - Floor framing plan at each floor, post and beam or joists, including size, spacing, span, sheathing, connections, materials, etc.
 - I-joist layout from manufacturer.
11. Handrail, guardrail, stair headroom and stairs/landing details including dimensions.
12. Ceiling or roof framing plan or truss layout with reactions.

13. Reflected ceiling plan including seismic design, where required.
14. Door and window schedule that includes typical header sizes, locations, etc.
 - Door Hardware schedule including any panic hardware, smoke seals, etc.
 - Window schedule to include safety glazing locations.
 - Complete building sections – all sections including exterior decks.
15. Construction details for structural members, insulation, sheathing, roofing, bracing, etc.
16. Plumbing layout and fixture count, drawings should be marked as “Reference Only” as separate permits are required.
17. Electrical - Exit signs, exit lighting and emergency lighting.
18. Finishes/Furniture layout.

Documents

1. Engineering for special conditions (trusses, high walls, irregular buildings, shear walls, etc.) need to be uploaded to the documents folder in the following order:
 - Stamped truss packet.
 - Stamped Structural Packet (Engineer’s sketches or details to be transferred to drawing pages and include the expiration date of the engineer’s stamp.)
2. Statement of special inspections and Special Inspection Form, if applicable.
3. Manufacture’s specification sheets for special equipment.
4. Energy compliance forms, COMchecks, or provide prescriptive values
5. Other items which may be required.
 - Hazardous material inventory statement including all MSDS sheets.
6. If any items are deferred, a Deferral Form must be included in the submittal package.