



**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 through ProjectDox. Contact a permit technician for assistance.

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

**Drawings**

1. Plot plan, drawn to scale on minimum size of 11x17 page, uploaded to the drawings folder which includes the following:
  - Building footprint, roof line and all planned decks, patios and porches.
  - North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
  - Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of top of curb or edge of pavement at frontage corners and elevation of low point drain.
  - Location, size, material, and slope of rain drains and under-floor/footing drain.
  - Existing public and private utilities located on property, such as water meter, storm and sanitary services manholes, water valves, ditches etc.
  - Driveway and sidewalk location and layout, including driveway slope.
2. Manufactured Home Drawings
  - Footing and construction details for exterior porches, decks, roofs, uploaded to the drawings folder.
  - Floor plan with options indicated, uploaded to the drawings folder.
  - Skirting Detail – skirting material to be used, uploaded to the drawings folder.
  - Foundation: runners, slab pier block detail plan, uploaded to the drawings folder.

If the home includes gas appliances, a separate [mechanical permit](#) is required.

A separate permit and review process is required for garages and carports. Review the garage and carport checklist.