



**Building and Safety Division/Permit Application Center**

**City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3503**

**503-588-6256 \* [plans@cityofsalem.net](mailto:plans@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 and uploaded to the drawings folder, which includes the following:
  - Building footprint, roof line and all planned decks, patios, and porches.
  - Square footage of roof line (roof drainage area).
  - 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. Verify any “zero” lot lines.
  - Elevations at all property corners and finish garage floor elevation.
  - Location, size, and slope of rain drains and under-floor/footing drain, if applicable
  - Existing and proposed public and private utilities located on property, such as water meter, storm and sanitary services, stormwater facility or leach line.
  - Driveway and sidewalk location and layout, including driveway slope.
2. Elevation views:
  - New construction – include all views.
  - Additions and remodels – include a minimum of 2 views.
  - Elevations reflect the actual grade.
  - Drawn to scale with correct building orientation and north arrow.
3. Foundation plan including footing size, wall height, sections and required reinforcing and ventilation.
  - Footing details for exterior porches, decks, roofs, and awnings.
4. 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.
5. Ceiling or roof framing plan or truss layout with reactions.
6. Complete floor plan showing all room ID's and dimensions that includes the following, uploaded to the drawings folder.
  - Crawl space and attic access location and sizes.
  - Window and door sizes, locations, and typical and garage header sizes.
  - For alterations and additions, provide both existing and proposed floor plans.
7. Handrail, guardrail, stair headroom and stairs/landing details.
8. Wall bracing design including bracing methods, location, length of qualified bracing, foundation requirements, etc.
9. Complete building sections to verify construction details, finished materials, sheathing, siding, insulation, room heights, mechanical connections, etc., if not specified elsewhere.

10. Construction details for structural members, insulation, sheathing, roofing, bracing, etc., if not specified elsewhere.
11. Energy efficiency options, as required by [Chapter 11](#) of the ORSC.
  - Select one additional measure from Table N1101.1(2) or N1101.3, as applicable.
  - Show compliance with Table N1101.1(1) or N1101.2, as applicable.

## **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. I-Joist calculation packet.
3. Beam calculation packet.
4. Geo Technical Report
5. Manufacture's specification sheets for special equipment (fireplace, woodstove, hydro massage tub, tub access panel etc.).
6. Completed Public Works Form - [Sizing of residential water meter worksheet](#).
7. Completed Erosion Control Plan for ground disturbing activity of 1,000 square feet or 25 cubic yards of excavation/fill. [Flat Site](#) or [Sloped Site](#).

For utility information or elevation data, please visit: [Access to Utility Maps](#).