



## PRE-SUBMITTAL MEETING INFORMATION

### BUILDING & SAFETY DIVISION

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301- 3505  
(503) 588-6256 • Fax (503) 588-6115

Applications may be obtained online at:

[www.cityofsalem.net/departments/scdev/bldgsafety/](http://www.cityofsalem.net/departments/scdev/bldgsafety/)

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### What is a Building and Safety Pre-Submittal Meeting?

Building and Safety Pre-Submittal Meetings are intended to provide early feedback on your project to help ensure there are no unanticipated delays in the submittal of the building permit package. Building plans that exhibit a high level of complexity (usually commercial, industrial and multi-family residential) will benefit greatly from a Pre-Submittal Meeting.

### Is a Building and Safety Pre-Submittal Meeting for you?

The City of Salem offers a variety of different services for people that want to find out more about developing their property. A Building and Safety Pre-Submittal Meeting is very specific to Building and Safety Submittal packages. Some questions will be better addressed by one of our other services. By answering the following short list of questions, you should be able to determine whether a Building and Safety Pre-Submittal Meeting is for you.

- |   |                              |                             |                                  |
|---|------------------------------|-----------------------------|----------------------------------|
| Is your property located within City limits?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Is your property located within the Urban Service Area?       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Have you received approval of all necessary land use actions? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |
| Are your Building Plans 70% complete?                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Unknown |

If you have answered **No**, or **Unknown** to any of the above questions, you will need to address these items before submitting an application for a Pre-Submittal Meeting. City staff are available to assist you at the Permit Application Center located at Room 320, Salem City Hall, 555 Liberty St Se, Salem; Phone Number (503) 588-6256.

If you answered, **Yes** to all of these items, please feel free to request this service by submitting a completed Pre-Submittal Application and five copies of the necessary information listed in the Pre-Submittal Checklist. (see attached forms, for the application & checklist)

### How much does this service cost?

The cost of a Building and Safety Pre-Submittal Meeting is \$155.00, to be paid at the same time the application is submitted.

### When are these meetings?

Meetings are scheduled at least one week in advance from the time you submit a completed application. Meetings are held on Tuesday or Thursday mornings at 10:30 in Room 320. These meetings typically last one and a half hours.

### How many people can I bring?

Because of limited meeting room capacity, we ask that the applicant's group be limited to five people. If you believe more than five people should attend, please contact the Building and Safety Division so a larger meeting room can be reserved.





## PRE-SUBMITTAL MEETING CHECKLIST

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PLANS SHEETS	COMPLETE	INCOMPLETE	NOTES
<b>SITE PLAN:</b>			
Lot Dimensions			
Building Footprint			
Gross Sq Ft of Structure			
Proposed Use(s)			
Adjacent Use(s)			
Parking Lot Layout Number of parking spaces (Vehicle & Bike) Driveway Grade			
Proposed Setbacks			
Proposed Buffer Yards			
Proposed Access Point(s)			
<b>LANDSCAPE PLAN:</b>			
Lot Dimensions			
Building Footprint			
Legend Linear footage of perimeter yards Total square feet of interior area of parking lot Total building sq ft Total number of parking spaces			
Location and size of plant species			
Type and location of landscaping features, other than plant material			
Location, type and height of required screening			
Adjacent land uses, either vacant or occupied			
Location and classification of existing trees, 4" caliper or greater			
<b>IRRIGATION PLAN:</b>			
Materials, size and location of irrigation lines			
Coverage areas			
Point of connection			
<b>UTILITY PLANS:</b>			
Existing conditions and identification of any structures to be demolished			
Lot dimensions			
Building footprint			
Proposed access point(s)			
Existing right of way widths adjacent to the site			
Legend Existing sq ft of impervious surface Proposed sq ft of impervious surface Sq ft of proposed structure			
<b>CONSTRUCTION PLANS:</b>			
To be filled in by Building Dept (off of the yellow sheet)			
<b>OTHER INFORMATION:</b>			
Exhibit M-Tree Conservation Plan or Tree Removal Permit			
Trip Generation Form			
NPDES Permit for sites over one acre (DEQ 1200C Permit)			
Design Review Materials			
Hazardous Material Inventory			



## PRE-SUBMITTAL MEETING AGENDA

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All participating Departments will use the Pre-Submittal Meeting Checklist attached to the Pre-Submittal Application so nothing will be missed or not covered during the meeting.

#### FIRST HALF OF THE MEETING:

INTRODUCTION: Go around the table and have everyone introduce them selves.

OVERVIEW: Applicant does an overview of the project.

FIRE DEPARTMENT: Deputy Fire Marshall goes over Fire Department issues; Fire flow, fire hydrant requirements, truck access, sprinkler and alarms.

BUILDING AND SAFETY: Building and Safety goes over any potential Building, Electrical, Mechanical, and Plumbing Code issues.

PUBLIC WORKS DEPARTMENT: Public Works goes over all of their issues; Water, sewer, storm sewer, special setbacks/easements, right of way etc.

QUESTIONING: Applicant is given the opportunity to ask any questions they have.

#### SECOND HALF OF THE MEETING:

INTRODUCTION: Go around the table and have everyone introduce them selves.

COMMUNITY SERVICES: Parks Department goes over all landscaping and irrigation issues.

COMMUNITY DEVELOPMENT: Building and Safety Planner goes over all of the Planning & Zoning issues.

ENVIRONMENTAL SERVICES: Environmental Services goes over all environmental issues; Water run off, oil sand separators, grease separators, backflow devices etc.

QUESTIONING: Applicant is given the opportunity to ask any questions they may have.

BUILDING AND SAFETY: Goes over customized permitting like Expedited Services and Phased Permitting. Will cover the time lines for these services if chosen, and discuss possibility of a Pre-Construction meeting (if necessary). Applicant will receive intake sheets, special inspection and deferral forms, or any other applications necessary for the project.