



Office Use Only
Permit #:
DATE RECEIVED:

APPLICATION FOR EXPEDITED SERVICES
BUILDING & SAFETY DIVISION
 City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301- 3513
 (503) 588-6256 • Fax (503) 588-6115

Applications may be obtained online at:
www.cityofsalem.net/bas

1. Job Site Information & Location (where the work is taking place)

Project Name: _____
 Job Site Address: _____
 Building Permit #: _____ Bin#: _____

2. Property Owner:

Owner Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____

3. Contact Person (receive application correspondence)

Name of Person: _____
 Full Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax #: _____

4. Architect/Engineer:

Company Name: _____
 Full Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____ Fax #: _____

5. Contractor Information (person/co performing the work)

Name of Contractor: _____
 Full Mailing Address: _____
 City/State/Zip: _____
 Phone #: _____

6. Reason For Request of Expedited Services:

7. Timelines For The Project:

EXPEDITED SERVICES	
<input type="checkbox"/> Plan Review	<input type="checkbox"/> Inspection
REQUESTED DEPARTMENTS (Check all that apply)	
<input type="checkbox"/> Building & Safety	<input type="checkbox"/> Fire/Life/Safety
<input type="checkbox"/> Structural	<input type="checkbox"/> Public Works
<input type="checkbox"/> Elect/Mech/Plumb	<input type="checkbox"/> Planning/Zoning
<input type="checkbox"/> Landscape/Parks	<input type="checkbox"/> Signs
FEE INFORMATION	
The fees for Expedited Services are in addition to the standard plan review and permit fees. They may also include expedited fees assessed by other Divisions within the City of Salem and/or fees assessed by third party services.	
FEE SCHEDULE	
Expedited Plan Review	\$150/hr
On-Site Plan Review – Plan review specific to TI's in an existing structure, considered minor in nature.	\$150/hr
Expedited Inspections (after-hours, etc)	\$150/hr
Fire Department - Expedited Plan Review	\$73.95/hr
NOTICE	
SUMMARY OF EXPEDITED SERVICES:	
This service enables the Building and Safety Division to work with applicants to customize a permitting process that meets their specific needs. Expedited Services shorten the review period for first review to half the normal review time and provide after hours inspections. Secondary's would have a four day turn at the same expedited rate. These services are provided without favoritism and will be granted only if staff and resources are available beyond what is required to maintain normal Division service levels and timelines.	
PROCESS FOR PLAN REVIEW SERVICES:	
A completed application for this service must be received a minimum of five business days prior to submittal of plans for review.	
Once the application is received, staff will contact all departments required to review the project to find out if each department has the resources required to complete the review. If one department cannot participate, then additional options such as outside resources will be considered. If sufficient departmental or outside resources are available, the Expedited Services request will be approved.	
In addition, Building & Safety may employ a third party provider to meet the timelines. The cost for the third party provider is a full burden cost.	
PROCESS FOR INSPECTION SERVICES:	
A completed application for this service must be received a minimum of two business days prior to the required inspection.	
Once the application is received, staff will find out if the Building and Safety Division has the resources required to meet the requested inspection schedule. (Public Works inspections must be schedule through the Public Works Department). If sufficient division or outside resources are available, the Expedited Service inspection request will be approved.	
In addition, Building & Safety may employ a third party provider to meet the timelines. The cost for the third party provider is a full burden cost.	

ACKNOWLEDGEMENTS

I understand and agree that I will be charged the rates indicated in this agreement, which includes all costs related to the Expedited Service, including any necessary costs related to hiring outside professional services or personal services, and any staff overtime. I understand and agree that these charges are in addition to the normal application fees. I understand and agree that no "special relationship" is created between the permit applicant and the City of Salem, as defined by Oregon law. I further understand and agree that the City of Salem assumes no liability in any way connected with the processing, approval, or the providing of the Expedited Service requested.

Authorized Signature: _____

Print Name: _____ Date: _____

Approved by City of Salem Building & Safety Division:

Unable to grant request:

By: _____ Date: _____

Plan Review Estimated Fee: _____

Inspection Estimated Fee: _____

