



APPLICATION FOR PHASED PERMITTING
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/

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:** _____
 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 Phased Permitting:** _____

7. **Timelines For Submittals of Each Phase of the Project:** _____

Office Use Only
Permit #:
DATE RECEIVED:

CATEGORY OF CONSTRUCTION
<input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family
TYPE OF WORK
<input type="checkbox"/> Accessory Structure <input type="checkbox"/> Change of Use/Occupancy
<input type="checkbox"/> Addition <input type="checkbox"/> New
<input type="checkbox"/> Alteration <input type="checkbox"/> Repair
REQUIRED DATA
Valuation for the entire project is needed to figure the phased permitting fee. Indicate the value (rounded to the nearest dollar) of all equipment, materials, labor, overhead, and the profit for your entire project. Project Valuation: _____
FEE INFORMATION
Phased permitting fees are in addition to standard permit fees. There is a \$250 application fee per phase plus 10% of the <u>total</u> building permit fee (based off of project valuation listed above) not to exceed \$1,500 per phase.
NOTICE
SUMMARY OF PHASED PERMITTING: The purpose of Phase Permitting is to provide an additional level of service to our customers. Phase Permitting if granted, will shorten the review time for first review (not approval) in half the normal review time.
PROCESS FOR PHASED PERMITTING: A completed application must be submitted a minimum of one week prior to submittal of plans for review. Once the application is received, staff will contact all of the departments required to review the project and verify each department has the resources to meet the review timelines. If all departments have the resources, the phase permitting application will be approved. As an option, Building & Safety may employ a third party provider to meet the timelines. The cost for the third party provider is a full burden cost.
PHASED APPROVAL: The building official is authorized to issue a permit for the construction of foundations or any other part of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this code. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted. (OSSC 106.3.3)

ACKNOWLEDGEMENTS	
I have read and agree to comply with the terms and conditions of this agreement:	
Signature of Architect/Engineer: _____ Print Name: _____ Date: _____	Contractor Signature: _____ Print Name: _____ Date: _____
Approved by City of Salem Building & Safety Division:	
By: _____ Date: _____	Comments:

