

Noise Permit Notification Checklist

1. Within ten calendar days after the submitting an application, a written notice is required to be provided the following:

- Neighborhood associations within the geographical boundaries of the source of the sound and neighborhood associations with whose geographical boundaries the involved sound is likely to be heard.
 - Neighborhood associations requiring notice for this event are:
 - _____
 - _____
 - _____
 - _____
 - _____
 - How to get your notice to a neighborhood association:
 - Go to the City’s website: www.cityofsalem.net
 - On the bottom footer titled, Make a Difference, click on Neighborhood Associations.
 - At the Salem Neighborhood Associations page, follow the hyperlink “How to get on an agenda.”
- Any person residing or any owner of a business within 400 feet of the planned sound source or sources.

2. The written notice shall contain the following:

- The nature of the event or activity for which the permit is sought and the date or dates thereof.
- The date by which the permit application must be acted upon by the Health Officer.
 - This date is _____.
- That recipients of the notification may file written comments on the application with the Health Officer.
- The address, including the e-mail address, where written comments may be submitted and the date by which any comments must be received in order to be considered. A courtesy copy is also sent to the Health Officer.
 - City Health Officer
City of Salem Compliance Services
555 Liberty St SE, Room 305
Salem, OR 97301
e-mail: ComplianceServices@cityofsalem.net
 - The comments must be received by _____ for consideration.