



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

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

503-588-6256 \* [eplans@cityofsalem.net](mailto:eplans@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 building plans and materials. The following list is intended to be used as guide in preparing the plans and documentation you must submit electronically. Contact a permit technician for assistance.

1. **Plot plan and civil drawings**, drawn to scale on minimum size of 11x17 page, which includes the following:
  - 1.1. North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
  - 1.2. Names of all adjacent streets, and all property lines including those within the project site.
  - 1.3. Layout of buildings, decks, driveways, sidewalks, parking, and handicap/fire department access
  - 1.4. Corner and finished floor elevations and 5 feet elevation contours
  - 1.5. Existing public and private utilities located on the property (Storm, Water & Sewer)
  - 1.6. Proposed utilities location to point of connection/discharge, size, slope, length, and material: including roof, footing and under-floor drains and fire service/hydrants
  - 1.7. All applicable structures and features on the property
  - 1.8. Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)
  - 1.9. Erosion Control Plan and Permit Application Form
2. **Building plans** drawn to scale with correct building orientation and north arrow.
3. **Proposed use**, building type, occupancy classification. "Code Summary."
4. Allowable area according to use classification, actual square footage.
5. Engineer or architect stamp on all sheets with expiration date with one original signature. If plans are deferred, a Deferral Form must be included in the submittal package.
6. **Energy compliance forms**, or provide prescriptive values
7. **Foundation plan** including footing size, wall height, sections and required reinforcing.
8. **Footing details** for exterior porches, decks, roofs and awnings.
9. **Floor details**:
  - 9.1. Floor framing plan at each floor (post & beam or joists w/size & spacing, including deck attachments and connections) or
  - 9.2. *I joist* layout from manufacturer with calculation for beams.
10. **Ceiling/roof framing plan or truss layout** with reactions and delivery list for truss profiles.
11. **Floor plan(s)** existing and proposed showing room I.D.'s and all plumbing fixtures, location of smoke & carbon monoxide detectors.
12. **Window sizes**, typical and garage header sizes.
13. **Special equipment** (fireplace, woodstove, hydro massage tub, tub access panel etc.).
14. **Complete building sections** – special sections including exterior decks.
15. Construction details for structural members, insulation, sheathing, roofing, bracing, etc.
16. Handrail, guardrail, stair headroom and stairs/landing details.
17. **Engineering for special conditions** (truss, high walls, bracing etc.) to be transferred to plans showing the expiration date of the engineering stamp.
18. **Plumbing layout and fixture content.**
19. **Mechanical plan** including layout and make/model of equipment.
20. **Exit signs**, exit lighting and emergency lighting.
21. **Other items** which may be required:
  - 21.1. Hazardous material inventory statement including all MSDS sheets.
  - 21.2. Smoke detectors, fire alarms, sprinkler system detail.