



**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. **Overall park plot/site plan** showing space location (1 copy).
2. **Plot plan**, drawn to scale on minimum size of 11x17 page, which includes the following:
  - 2.1. Building footprint, roof line and all planned decks, patios and porches.
  - 2.2. North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
  - 2.3. Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of top of curb or edge of pavement at frontage corners and elevation of low point drain.
  - 2.4. Location, size, material, and slope of rain drains and under-floor/footing drain.
  - 2.5. Existing public and private utilities located on property, such as water meter, storm and sanitary services manholes, water valves, ditches etc.
  - 2.6. Driveway and sidewalk location and layout, including driveway slope.
3. **Manufactured Home**
  - 3.1. Footing and construction details for exterior porches, decks, roofs (res. decay)
  - 3.2. Floor plan with options indicated
  - 3.3. If the home includes gas appliances, a separate mechanical permit is required.
  - 3.4. Skirting Detail – skirting material to be used
  - 3.5. Foundation: runners, slab pier block detail plan
4. **Garage/Carport (Separate permit application and review)**
  - 4.1. Foundation/floor framing plan each floor, (slab, post & beam or joists w/size and spacing)
  - 4.2. Ceiling/roof framing plan or truss layout with reactions
  - 4.3. MFH manufacturer's cut sheet for garage roof attachment
  - 4.4. Floor plan with room I.D.'s, to include location and size of under-floor and attic access
  - 4.5. Window sizes, header sizes
  - 4.6. Electric layout
  - 4.7. Complete building sections – special sections
  - 4.8. Construction details (i.e.: structural members, sheathing, roofing, bracing, dimensions, etc)
  - 4.9. Engineering for special conditions (building designs) to be transferred to plans