



Building and Safety Division/Permit Application Center
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
503-588-6256 * epans@cityofsalem.net

ACCREDITED
Building Department

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.

(For office use only) Permit #:

Work site location and information

Parent permit # (required when site has other building permits)	
Street address of work site	
Suite	
Category of construction	Commercial Multifamily
Type of work	New Addition Alteration Gas line only
Project description	

People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)				
Property owner	Yes No			
Contact (person receiving correspondence)	Yes No			
Contractor (person or company doing the work)	Yes No			

Oregon Construction Contractors Board (CCB) Number: _____

Required documents for application

Review of plans and documents checklist	I have downloaded and reviewed the plans and documents checklist (Initials) _____
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Plan review exemption reason(s)

Structural, electrical and/or plumbing permits and plan review may be required on some of the exempted items.

Repair/replacement of existing vents; not replacing an appliance Repair/alteration of existing HVAC appliances or controls Replacement of appliances rated <100,000 BTUs or 400 lbs Gas line extensions < 6 feet Reconnecting gas lines to appliances rated <100,000 BTUs Walk-in coolers <120 square feet

Commercial and multifamily fees

Fees are based on work performed. List the value (rounded up to the nearest thousand) of all equipment, materials, labor, overhead, and the profit for the work indicated. Valuation:				
Total Valuation	Permit Fee	Qty	Each	Total
\$1 to \$2,000	\$67.25 Minimum Permit Fee		\$67.25	
\$2,001 to \$25,000	\$67.25 for the first \$2,000 plus \$11.00 for each additional \$1,000, or fraction thereof, to and including \$25,000.		\$67.25	
			\$11.00	
\$25,001 to \$50,000	\$320.25 for the first \$25,000 plus \$9.00 for each additional \$1,000, or fraction thereof, to and including 50,000.		\$320.25	
			\$9.00	
\$50,001 to \$100,000	\$545.25 for the first \$50,000 plus \$6.00 for each additional \$1,000, or fraction thereof, to and including 100,000.		\$545.25	
			\$6.00	
\$100,001 & greater	\$845.25 for the first \$100,000 plus \$4.00 for each additional \$1,000, or fraction thereof		\$845.25	
			\$4.00	
MECHANICAL PERMIT FEES				
A) Permit Total (from above valuation calculation)				
B) Investigation Fee - Working without permits (\$67.25 per hour not to exceed Line A)				
C) Plan Review (25% of Permit Total x 0.25)) +automation fee (\$2.50<\$50; \$5>=\$50)				
D) State Surcharge (12% of Permit subtotal x 0.12)				
F) Automation fee - \$5.00				
TOTAL PERMIT FEE				

Notices

Expiration of application: This application is valid for 180 days after it has been accepted as complete.

Inspections required: Approved city inspections must be completed before the work performed is enclosed.

Terms and conditions

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City's regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Indemnity: I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner permission: I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

Electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): _____

Authorized Signature: _____

Print Name: _____ **Date:** _____

Not using Internet Explorer (IE 11)?

Save the file to your computer and email to eplans@cityofsalem.net.