



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

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. Roof layout

1.1. Google maps showing the location of roof top units will work for most simple replacements' applications.

1.2. Set back from roof edge 10' or it requires a guard and separation from intake 10'

2. Venting and piping and layout with location of units.

3. Ventilation calculations. Include make up air calculations for hoods.

4. Gas pipe calculations *only for gas lines over six feet:*

4.1. Size of meter

4.2. Size and type of pipe

4.3. Length of pipe

4.4. Demand on the system in BTUs

5. Specification for units if not clearly defined on the plans.

6. Site plan drawn to scale on minimum size of 11x17 page with north scale *only for mechanical systems outside on the ground.*

7. Fire wrap or chase for hoods.

8. Engineering required for the following unless exempted from plan review:

8.1. Units over 400 lbs

8.2. Units 4 feet off the ground

8.3. Air handlers over 75 lbs