



**Building and Safety Division/Permit Application Center**  
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513  
503-588-6256 \* [baspac@cityofsalem.net](mailto:baspac@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.

(For office use only)  
Tracking #:  
Meeting Date/Time:

**Work site location and information**

<b>Street address of work site</b>	
<b>Lot number and subdivision name</b>	
<b>Category of construction</b>	Commercial                      Multi-family
<b>Type of work</b>	New Addition Alteration Interior Alteration
<b>Project description</b>	

**People information**

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
<b>Applicant</b> (person responsible for the permit)				
<b>Property owner</b>	Yes No			
<b>Designer</b> (person responsible for the plans)	Yes No			
<b>Contact</b> (person receiving correspondence)	Yes No			

**Project information**

<b>New building impervious surface coverage</b>	
<b>New building gross floor area</b>	
<b>Occupancy group</b>	Existing:  Proposed (use for new construction or changes):
<b>Type of construction</b>	
<b>Number of floors</b>	
<b>Is a fire sprinkler system installed?</b>	Yes                      No
<b>Building height</b>	
<b>Phased permitting</b>	Yes                      No

## Questions for staff

---

---

---

---

---

---

---

---

---

---

## Meeting information

Pre-submittal meetings are recommended for large and complex projects when you want Building & Safety staff to review the completeness of documents you plan to submit for plan review. The meeting is not a substitute for the plan review process, and does not review the merit of information included in the design documents.

Determine if a pre-submittal meeting will benefit you by answering the following questions:

Is your property located within City limits?	Yes	No	Unknown
Is your property located within the Urban Service Area?	Yes	No	Unknown
Have you received approval of all necessary land use actions?	Yes	No	Unknown
Are your building plans 70% complete?	Yes	No	Unknown

**No or Unknown** answer to any of the above questions means you need to talk to Planning or Public Works staff at the Permit Application Center before scheduling a pre-submittal meeting.

**Yes** answers to all of the questions means you are ready to request a pre-submittal meeting using the application on the last page.

**Cost:** \$155 paid when the application is submitted.

**When:** Tuesday or Thursday mornings at 10:30 a.m. Meetings are scheduled at least one week before the time you want to submit your application.

**Who:** We ask that you limit your group to five people.

## Terms and conditions

**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.

**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?**

Save the file to your computer and email to [baspac@cityofsalem.net](mailto:baspac@cityofsalem.net).