



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. **Plot plan**, drawn to scale on minimum size of 11x17 page, which includes the following:
 - 1.1. Building footprint, roof line and all planned decks, patios and porches.
 - 1.2. Square footage of roof line (roof drainage area).
 - 1.3. North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
 - 1.4. Names of all adjacent streets, and all property lines including those within the project site. Verify any “zero” lot lines.
 - 1.5. 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.
 - 1.6. Location, size, material, and slope of rain drains and under-floor/footing drain.
 - 1.7. Existing public and private utilities located on property, such as water meter, storm and sanitary services manholes, water valves, ditches etc.
 - 1.8. Driveway and sidewalk location and layout, including driveway slope.
 - 1.9. Complete Public Works Form - [Sizing of residential water meter worksheet](#).
2. **Building plans** drawn to scale with correct building orientation and north arrow.
3. **Energy efficiency options**. [Ch. 11](#) Table N1101.1(1 & 2)
4. **Elevation views**:
 - 4.1. New construction – include all views.
 - 4.2. Additions and remodels – include a minimum of **2** views.
 - 4.3. Elevations reflect the actual grade.
5. **Foundation plan** including footing size, wall height, sections and required reinforcing.
6. **Footing details** for exterior porches, decks, roofs and awnings.
7. **Floor details**:
 - 7.1. Floor framing plan at each floor (post & beam or joists w/size & spacing, including deck attachments and connections) or
 - 7.2. *I joist* layout from manufacturer with calculation for beams.
8. **Ceiling/roof framing plan or truss layout** with reactions and delivery list for truss profiles.
9. **Floor plan** showing room I.D.’s and all plumbing fixtures, location of smoke & carbon monoxide detectors.
10. **Window sizes**, typical and garage header sizes.
11. **Crawl space and attic access** location and sizes.
12. **Special equipment** (fireplace, woodstove, hydro massage tub, tub access panel etc.).
13. **Complete building sections** – special sections including exterior decks.
14. Construction details for structural members, insulation, sheathing, roofing, bracing, etc.
15. Handrail, guardrail, stair headroom and stairs/landing details.
16. **Engineering for special conditions** (truss, high walls, bracing etc.) to be transferred to plans showing the expiration date of the engineering stamp.