



Building and Safety Division/Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3503

503-588-6256 * planning@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 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 Planner for assistance.

1. **Plot plan and civil drawings**, drawn to scale on minimum size of 11x17 page, which includes the following:
 - 1.1. North arrow, scale, lot dimensions, setbacks, all public and/or private easements, and names of all adjacent streets.
 - 1.2. Layout of buildings, driveways, sidewalks and parking.
 - 1.3. All applicable structures and features on the property
 - 1.4. Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)
2. **All Plans** drawn to scale with correct building orientation and north arrow.
3. **Other documents**, including drawings, calculations, documents and information.
 - 3.1. Complete sign sections.
 - 3.2. Construction details (sign attachments, structural members, footing information with required reinforcing, etc).
 - 3.3. Weight of Sign
 - 3.4. Engineering for special conditions - showing the expiration date of the engineering stamp - information to be transferred to plans
4. **Proposed use.**