



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

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.

Work site location and information

Permit #	
Street address of work site (include suite/space number or letter, if applicable)	
Submittal date	
Plans submitted with request?	Yes No

People information

	Name	Full Mailing Address	Phone Number and Email address
Property owner			
Designer			
Contact (person receiving correspondence)			

Acknowledgments

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. I have attached a letter prepared by an Oregon licensed architect or engineer explaining the specific request and justification in the required format.

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 or legal representative printed name: _____

Owner or legal representative signature: _____ Date: _____

Request response

(For office use only)		
City of Salem Authorized Signature	Date:	Approved Denied
Fees		
Number of Hours to be charged:	Total fees to be charged:	

Required format for request and justification letter

1. **Introduction:** Provide a description of the project/structure for which the request is submitted. Include all information pertinent to the request such as occupancy classification, construction type, and number of stories, area, etc.
2. **Applicable Code Sections:** List all applicable codes, editions and sections.
3. **Code Requirements:** Describe exact code requirements as they pertain to the request.
4. **Code Intent:** State code intent for the requirements listed in 3 above.
5. **Request Proposed:** Describe your request of the Alternate Materials, Methods of Design and Methods of Construction.
6. **Justification:** The applicant shall provide supporting documentation or data, from ICC or other recognized entities, to assist in the approval of the proposed material, design and methods. The proposed alternate materials, design and methods shall show the following:
 - a) Compliance with the intent of the code.
 - b) At least equivalence to the prescribed materials, design and methods in the code in quality, strength effectiveness, fire resistance, durability and safety.