

Development Services Division/Permit Application Center
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3503
503-584-4646 * developmentsservices@cityofsalem.net

If you need the following translated in Spanish, please call 503-584-4646.

Si usted necesita lo siguiente traducido en español, por favor llame 503-584-4646.

A Public Construction permit is required for two types of private development: (1) significant construction or reconstruction of any public street, such as boundary street improvements, or installing or extending public utilities such as fire services, water, sewer, or storm main lines within the public right-of-way or an easement, or (2) constructing public infrastructure, including utilities and streets, for land divisions, such as subdivisions or partitions.

The permit process includes a review of the project drawings and documents. The following information is intended to be used as a guide in preparing the drawings and documents to be submitted electronically through the [PAC Portal](#). Contact Development Services staff at developmentsservices@cityofsalem.net for assistance.

Civil Engineering Drawings

See [PWDS Division 2](#), Drafting and Drawing Standards, for a comprehensive list of requirements.

- All engineered plans, reports, and documents shall; be prepared by a registered professional civil engineer and shall be signed by them and stamped with their seal to indicate responsibility; demonstrate conformance with applicable provisions of the [Public Works Design Standards, Standard Plans, and/or Construction Specifications](#); and demonstrate general conformance with land use conditions, if applicable.
- The standard size for civil drawings is ANSI “D”, 22-inch by 34-inch.
- All drawings shall be drawn to scale; plan view drawings shall include a north arrow.

Sheet Index

This is a general list of required drawings and additional information may be requested. Items on this list may not be applicable for the construction of standalone public infrastructure, such as a fire service.

1. Title Sheet
2. General Notes, Legend, and Index of Drawings
3. Overall Site Plan or Tentative Land Division Plan/Preliminary Plat
 - *Note: For land divisions, include phasing sequence (if applicable), property lines and lot dimensions, public or private streets, public or private easements, and other relevant information.*
4. Existing Condition Plan(s)
5. Demolition Plan(s)
 - *Note: A [structural demolition permit](#) is required when an entire structure is being demolished.*
6. Tree Conservation Plan(s) with Critical Root Zone protections shown (if applicable)
7. Erosion Prevention and Sediment Control Plan(s)
 - *Note: EPSC plans must include the EPSC Plan Standard Notes listed in PWDS 7A.*
8. Grading and Drainage Plan(s)
9. Public and/or Private Street Plan(s)
 - *Note: All new public street improvement plans require plan and profile view(s), typical section(s), and cross section(s).*
10. Overall/Composite Utility Plan(s)

11. Utility Plan(s) (Water/Sewer/Storm)

- *Note: All new public utility mains (water/sewer/storm), including fire services, require a plan and profile view.*

12. Striping & Signage Plan(s)

13. Streetlight Illumination Plan(s) and Traffic Signal Plan(s) (if applicable)

14. Landscape and Irrigation Plan(s)

- *Note: Landscape and Irrigation Plans must be prepared by a licensed professional and shall include any proposed public stormwater facility and proposed street tree locations and species.*

15. Details/Standard Plans

Documents

This is a general list of required documents and additional information may be requested. Items on this list may not be applicable for the construction of standalone public infrastructure, such as a fire service.

1. Stormwater Report

2. Geotechnical Report

- *Note: A pavement design is required for all new public street improvements.*

3. Engineer's Estimate*

- *Note: The Engineer's Estimate is a certified, signed and sealed, engineer's estimated cost of construction for the public portion of improvements proposed in the right-of-way or public utility easement. For land divisions, the Engineer's Estimate must include both on-site and off-site improvements.*

4. Arborist Report, if applicable

5. Statement of Special Inspections and Special Inspection and Testing Form, if applicable

- *Note: A [Special Inspection and Testing Form](#) is required for all engineered retaining walls over four feet.*

6. Wetland Delineation or Department of State Lands Concurrence, if applicable

7. Any additional or supplemental information specific to the project, such as design exception requests, and other state, federal or county permits.

**An Engineer's Estimate is required for all public construction permit applications.*

Helpful Links

- [Standard Plans, Construction Specifications, and Public Works Design Standards](#)
- [PAC Portal](#)
- [File Naming Standards](#)
- [Special Inspection and Testing Form](#)