



Sound Event Permit Notification checklist

Neighborhood Enhancement Division

City Hall / 555 Liberty St. SE / Room 305 / Salem, OR 97301-3503

503-588-6207 * complianceservices@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.

Who to notify

Within 10 calendars days after submitting an application, a written notice is required to be provided to the following:

- **Neighborhood associations** within the geographical boundaries of the source of the sound and neighborhood associations within whose geographical boundaries the involved sound is likely to be heard.
 - Neighborhood associations requiring notice for this event are:
 - _____
 - _____
 - _____
 - _____
 - _____
 - Contact information for each association is available at <http://www.cityofsalem.net/my-neighborhood>
- **Nearby residents and business owners** meaning any person residing or any owner of a business within 400 feet of the planned sound source or sources.

Notice requirements

The written notice shall contain the following:

- The nature of the event or activity for which the permit is sought.
- The dates of the event or activity
- The date by which the permit application must be acted upon by the Health Officer. For this permit, the date is _____.
- A statement indicating that recipients of the notification may file written comments on the application with the Health Officer.
 - The date by which comments must be received to be considered. For this permit, comments must be received by _____ for consideration.
 - The address, including the email address, where written comments may be submitted which is:

City Health Officer
City of Salem Compliance Services
555 Liberty ST SE, RM 305
Salem, OR 97301
e-mail: complianceservices@cityofsalem.net

A courtesy copy of the notification should be sent to the Health Officer.