



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 project drawings and documents. The following list is intended to be used as a guide in preparing the drawings and documents to be submitted electronically through the PAC Portal (<https://permits.cityofsalem.net>). Contact a permit technician for assistance.

Note! Drawings and documents should be uploaded in the order they appear below.

Drawings

1. Plot plan, drawn to scale which includes the following:
 - Building footprint, roof line and all planned decks, patios, and porches.
 - North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
 - Names of all adjacent streets, and all property lines including those within the project site. Verify any “zero” lot lines.
 - Elevations at all property corners and finished garage floor elevation.
 - Location, size, and slope of rain drains and under-floor/footing drain, if applicable.
 - Existing and proposed public and private utilities located on property, such as water meter, storm and sanitary services, stormwater facility or leach line.
 - Driveway and sidewalk location and layout, including driveway slope.
 - Completed Erosion Control Plan for ground disturbing activity of 1,000 square feet or 25 cubic yards of excavation/fill. [Flat Site](#) or [Sloped Site](#).
2. Elevation views:
 - New construction – include all views.
 - Additions and remodels – include a minimum of 2 views.
 - Elevations reflect the actual grade.
3. Foundation plan including footing size, footing detail, wall height, sections and required reinforcing.
4. Floor plan showing room I.D.’s, window and door sizes, typical and garage header sizes.
5. Construction details for structural members, sheathing, roofing, wall bracing, etc.
6. Ceiling/roof framing plan or truss layout.
7. Complete building sections.

Documents

1. Truss packet with reactions.
2. Engineering for special conditions (trusses, high walls, bracing, carports attached to manufactured homes, etc.) to be transferred to plans and includes the expiration date of the engineer’s stamp,