



Building and Safety Division/Permit Application Center

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

503-588-6256 * epplans@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 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.

1. A site plan, drawn to scale, displaying structure and proposed demolition, identifying all trees, and marking trees to be removed titled "Site Plan".
2. Proof of property ownership (Tax Statement, Deed, Abstract of Title, Bill of Sale).
3. Copy of the owner/contractor contract
4. Contact Public Works to verify Sewer cap requirements.