



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 your 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 a permit technician at eplans@cityofsalem.net for assistance.

Civil Site Work Drawings:

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

- The standard size for civil drawings is ANSI “D”, 22-inch by 34-inch.
- All drawings shall be drawn to scale.
- All plan view drawings shall include a north arrow.
- Plans shall demonstrate a general conformance with land use conditions.

Sheet Index

This is a general list of required drawings; ~~and~~ additional information may be requested.

1. Cover Sheet
2. General Notes
3. Site Plan
 - *Note: Include all property lines, public/private easements, ADA parking accessibility design & standards per 2023 Oregon Transportation Commission, retaining walls and fire access.*
4. Existing Condition Plan
5. Demolition Plan
 - *Note: A [structural demolition permit](#) is required when an entire structure is being demolished.*
6. Erosion and Sediment Control Plan(s)
7. Grading and Drainage Plan
8. Overall Utility Plan
9. Utility Plan(s) (Water/Sewer/Storm) that include hydrants, utility connections/discharge locations and specifications
 - *Note: All new public utility mains (water/sewer/storm) and new fire services require a plan and profile view.*
10. Surfacing, Striping, Site Illumination & Signage Plan
11. Public and Private Street Plan (if applicable)
 - *Note: All new public street improvement plans require a plan and profile view, typical section(s), and cross section.*
12. Streetlight Illumination and Traffic Signal Plans (if applicable)
13. Details/Standard Plans
14. Climate Friendly and Equitable Community Plans and Details (if applicable)
 - *Note: If design includes Solar Infrastructure, Solar Array Permit(s) shall be submitted or deferred application submitted.*
 - *Note: If design includes Fee-in-lieu, fee shall be paid prior to issuance.*
15. Tree Plan with Critical Root Zone protections shown (if applicable)
16. Landscape and Irrigation Plans
 - *Note: If design does not include a stormwater facility and landscape design is eligible for deferral, submit a separate [deferred submittal application](#).*

Documents

1. Stormwater Report
2. Geotechnical Report
3. Pavement Report (if separate from Geotechnical Report)
Note: A pavement report is required for all new public street improvements
4. Wetland Delineation or Department of State Lands Concurrence, if applicable
5. Statement of special inspections and Special Inspection Form, if applicable
Note: This is required for engineered retaining walls over four feet
6. Easement Agreements
7. Arborist Report (if applicable)
8. Manufacturer's specification sheets for special equipment
9. Any additional supplemental information specific to the project, such as design exception requests, engineers estimates and other state or federal permits.

Separate Permit Applications: For permitting purposes, the following items **cannot** be included on a deferred submittal application. Separate applications and plan review will be required (as applicable):

*Buildings/Structures
Mechanical
Plumbing*

*Fire Systems
Retaining Walls
Solar/PV*

*Signs, Cell Towers,
Antennas
Electrical*

Helpful Links:

- [Documents and Checklists](#)
- [Public Works Design Standards](#)
- [Standard Plans](#)
- [File Naming Standards](#)