



Permit Application Center

City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513
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.

Work site location and information

Permit number (office use only)	
Street address of work site	

People information

	Same as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)				
Contact (person receiving correspondence)	Yes No			

Deferral information

	Item being deferred	Valuation (rounded to nearest dollar)	Date you expect to upload plans
	Deferring landscape and irrigation review? (\$188 flat fee) Note: Sites with green stormwater infrastructure cannot defer landscape and irrigation review.	Yes No	

Notices

Fees: Deferred plans submittal fees are in addition to the project plan review fee based on the total project value. Deferrals are 65% of the building permit fee calculated using the value of the particular deferred portion or portions of the project with a minimum fee of \$250 per deferral. Deferrals are defined by Plan Review staff. Deferral of landscape and irrigation review is charged a one-time \$188 fee.

Deferred submittal definition: For the purpose of this section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the building official within a specified period.

Building official approval: Deferral of any submittal items shall have the prior approval of the building official. The deferred submittal items shall not be installed until the design and submittal documents have been approved by the building official.

Plans and documentation submittal:

- a) Plans and documentation must be submitted following the same [documentation checklist](#) as the original submittal.
- b) The registered design professional shall list the deferred submittals on the construction documents for review by the building official.
- c) Documents for deferred submittal items shall be submitted to the registered design professional who shall review them and forward them to the building official with a notation indicating that the deferred submittal documents have been reviewed and found to be in general conformance to the design of the building.

Terms and conditions

Correct information: I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Copyright release for government entities: I hereby grant permission to the City of Salem to copy, in whole or part, drawings and all other materials submitted by me, my agents, or representatives. This grant of permission extends to all copies needed for administration of the City’s regulatory, administrative, and legal functions, including sharing of information with other governmental entities.

Applicant electronic signature certification: By attaching an electronic signature (whether typed, graphical or free form) I certify herein that I have read, understood and confirm all the statements listed above and throughout the application form. I agree (initials): _____

Applicant Signature: _____
Print Name: _____ **Date:** _____

To submit:
Save the file to your computer and email to plans@cityofsalem.net.