



**Building and Safety Division/Permit Application Center**  
City Hall / 555 Liberty St. SE / Room 320 / Salem, OR 97301-3513  
503-588-6256 \* [baspac@cityofsalem.net](mailto:baspac@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

<b>Permit #</b>	
<b>Street address of work site</b> (include suite/space number or letter, if applicable)	
<b>Submittal date</b>	
<b>Plans submitted with request?</b>	Yes No

### People information

	Name	Full Mailing Address	Phone Number and Email address
<b>Property owner</b>			
<b>Designer</b>			
<b>Contact</b> (person receiving correspondence)			

### Acknowledgments

**Correct information:** I hereby certify I have read and examined this application and know the same to be true and correct. I have attached a letter prepared by an Oregon licensed architect or engineer explaining the specific request and justification in the required format.

**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.

**Indemnity:** I, the permit applicant, shall indemnify, defend and hold harmless the City of Salem, its officers, employees and agents from any and all claims arising out of or in connection with work done under this permit.

Owner or legal representative printed name: \_\_\_\_\_

Owner or legal representative signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Request response

(For office use only)		
City of Salem Authorized Signature	Date:	Approved  Denied
<b>Fees</b>		
Number of Hours to be charged:	Total fees to be charged:	

During the course of the design or the construction of a project, practical difficulties may arise in carrying out the provisions of the technical building code requirements. The Oregon Structural Specialty Code authorizes the Building Official to grant modifications upon request of the owner or owner's representative. Likewise, the fire code authorizes the Fire Marshall to grant modifications of the fire code if practical difficulties arise in carrying out the provisions of the fire code.

Requests for a modification shall follow the format below and shall be signed by the building owner or representative.

### Required format for request and justification letter

1. **Introduction:** Provide a description of the project/structure for which the request is submitted. Include all information pertinent to the request such as occupancy classification, construction type, and number of stories, area, etc.
2. **Applicable Code Sections:** List all applicable codes, editions and sections.
3. **Code Requirements:** Describe exact code requirements as they pertain to the request.
4. **Code Intent:** State code intent for the requirements listed in 3 above.
5. **Request Proposed:** Describe your request for the modification and the practical difficulty.
6. **Justification:** The applicant shall provide supporting documentation or data, from ICC or other recognized entities, to assist in the approval of the proposed material, design and methods. The proposed modification shall show the following:
  - a) The special reason(s) which make(s) the strict letter of the code impractical.
  - b) The proposed modification is in compliance with the intent of the code.
  - c) The proposed modification does not lessen health, accessibility, life and fire safety and structural integrity.
7. **Approval:** The Building Official and staff shall review the documentation. If approved, the Building Official shall sign and date the document. The document is recorded and entered in the files of the project as part of the approved construction document.