



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

(For office use only)  
Permit #:

**Work site location and information**

|                                    |   |
|------------------------------------|---|
| <b>Street address of work site</b> |   |
| <b>Category of construction</b>    | Commercial<br>Multi-family<br>One and Two family<br>Manufactured home |
| <b>Project Description</b>         |   |

**People information**

|   | Same as Applicant? | Name | Full Mailing Address | Phone Number and Email address |
|---|--------------------|------|----------------------|--------------------------------|
| <b>Applicant</b><br>(person responsible for the permit) |                    |      |                      |                                |
| <b>Property owner</b>                                   | Yes<br>No          |      |                      |                                |
| <b>Contact</b><br>(person receiving correspondence)     | Yes<br>No          |      |                      |                                |
| <b>Contractor</b><br>(person or company doing the work) | Yes<br>No          |      |                      |                                |

**Oregon Construction Contractors Board (CCB) Number:** \_\_\_\_\_

**Required drawings and documents to be uploaded**

- § A **site plan**, drawn to scale, displaying structure and proposed demolition, identifying all trees, and marking trees to be removed, uploaded to the the Drawings folder and titled "001 Site Plan".
- § **Proof of property ownership** uploaded to the Documents Folder(Tax Statement, Deed, Abstract of Title, Bill of Sale)
- § Copy of the **owner/contractor contract**, uploaded to the Documents folder.
- § **Sewer cap verification** from Public Works Staff, uploaded to the Documents folder. (Copy of permit or statement that sewer cap is not required).

**Project information**

|   |           |
|---|-----------|
| <b>Is the owner doing the work?</b>     | Yes<br>No |
| <b>Is there a well on the property?</b> | Yes<br>No |
| <b>Removal of trees set to occur?</b>   | Yes<br>No |

## Fees (paid at intake)

|                         |                 |
|-------------------------|-----------------|
| Planning Plan Review    | \$182.00        |
| Demolition Permit Fee   | \$67.25         |
| Automation fee          | 5.00            |
| <b>TOTAL PERMIT FEE</b> | <b>\$254.25</b> |

## Notices

**Associated permits:** Separate permit applications are required for plumbing, mechanical, electrical, fire sprinkler, fire alarm and/or fire line permits associated with this building permit.

**Expiration of application:** This application is valid for 180 days after it has been accepted as complete.

**Inspections required:** Approved city inspections must be completed before the work performed is enclosed.

**Wells on property?** If yes, it is the Owner/Contractor's responsibility to notify State of Oregon, Water Resources Division at (503) 986-0900.

**Asbestos on property?** If yes, asbestos survey and abatement requirements apply. For questions or technical assistance contact State of Oregon, Department of Environmental Quality at (503)378-5086 or at <https://www.oregon.gov/deq/Hazards-and-Cleanup/Pages/Asbestos-Information.aspx>.

**Vacant lot.** Where a structure has been demolished or removed, the vacant lot shall be filled and maintained to the existing grade or in accordance with the ordinances of the jurisdiction having authority. OSSC 3303.4

**Water accumulation.** Provisions shall be made to prevent the accumulation of water or damage to any foundations on the premises or the adjoining property. OSSC 3303.5

## 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.

**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 permission:** I have the legal right or permission from any property owner whose property is affected by the work covered under this permit to: 1) enter the property; 2) perform the work covered under this permit; 3) leave structures on or in the affected property. The issuance of this permit shall not be construed as permission or a grant of a legal right to enter upon or remain on any property affected by the work covered under this permit.

**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): \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To submit:**

Save the file to your computer and email to [eplans@cityofsalem.net](mailto:eplans@cityofsalem.net).