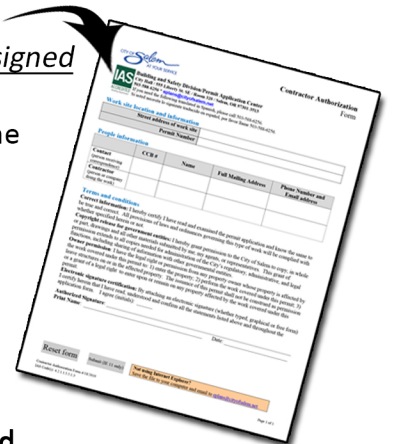


A Commercial Building Permit is the only application required to start a new commercial construction project when:

- 1) the project is not being phased;
- 2) there are no deferred submittals;
- 3) third-party special inspections are not required.

Note: If the contractor is TBD or is not the permit signer, our department will require a completed **Contractor Authorization Form, signed by the contractor**, that allows us to connect the contractor with the project.



**PHASED PROJECTS:**

If the project is being phased, a **Phased Permitting** application shall be emailed to [eplans@cityofsalem.net](mailto:eplans@cityofsalem.net). There is a fee for phasing a project (more phases, more cost) but the phased option allows the project to get started before all portions of the project have been through plan review and approved.

**DEFERRED SUBMITTALS:**

If there are deferred submittals, a **Deferred Submittal** application shall be emailed to [eplans@cityofsalem.net](mailto:eplans@cityofsalem.net) at the time the building application is submitted. There is a cost associated with deferring items and that cost is a function of the valuation of the deferred item. If there is not adequate space on this form for all the deferred items, attach a separate sheet. Note: If deferred information is received AFTER the permit has been issued, it is not considered a deferral. It will instead be treated as a revision.

**Commercial Building Permit Application**

Building and Safety Division/Permit Application Center  
City Hall 555 Liberty St., SE, Room 220 Salem, OR 97301-3513  
503.588.4256 • [ep@cityofsalem.net](mailto:ep@cityofsalem.net)

**Work site location and information**

Permit number: \_\_\_\_\_  
Street address of work site: \_\_\_\_\_  
Site: \_\_\_\_\_  
Category of construction:  Commercial  Multi-family  
Type of work:  New  Addition  Alteration  Interior Alteration  Other (pools, retaining walls, solar, driveways, etc.)  
 Sign

**Project description**

Site Plan Review permit number OR E-empt and Trimmer's, initials: \_\_\_\_\_

**People information**

Name as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)			
Property owner	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Designer (person responsible for the plans)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact (person receiving correspondence)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contractor (person or company doing the work)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

**Required documents for application**

Review of plans and documents checklist: I have downloaded and reviewed the plans and documents. (Initials) \_\_\_\_\_

Agreement to submit payment: I will pay the review fee and upload plan documents within 72 hours of application acceptance (Initials) \_\_\_\_\_

Commercial Building Permit Application-8/28/2019  
IAS Code(s): 4.2.1.1,5.1.3,1.3 Page 1 of 2

**Phased Permitting Application**

Building and Safety Division/Permit Application Center  
City Hall 555 Liberty St., SE, Room 220 Salem, OR 97301-3513  
503.588.4256 • [ep@cityofsalem.net](mailto:ep@cityofsalem.net)

**Work site location and information**

Permit number: \_\_\_\_\_  
Street address of work site: \_\_\_\_\_  
Lot number and subdivision name: \_\_\_\_\_  
Category of construction:  Commercial  Multifamily  One/Two family  
Reason for phased permitting: \_\_\_\_\_

**People information**

Name as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)			
Property owner	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Designer (person responsible for the plans)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact (person receiving correspondence)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contractor (person or company doing the work)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

**Project phase information**

Valuation for the entire project, rounded to the nearest dollar (include all equipment, materials, labor, overhead and profit for the entire project): \_\_\_\_\_

Phase description	Phase Valuation (rounded to nearest dollar)	Expected submittal date
1		
2		
3		
4		

Phased Permitting Application-4/19/2019  
IAS Code(s): 4.2.1.1,5.1.3,4.2.2.2 Page 1 of 2

**Deferred Submittal Application**

Permit Application Center  
City Hall 555 Liberty St., SE, Room 220 Salem, OR 97301-3513  
503.588.4256 • [ep@cityofsalem.net](mailto:ep@cityofsalem.net)

**Work site location and information**

Permit number: \_\_\_\_\_  
Street address of work site: \_\_\_\_\_

**People information**

Name as Applicant?	Name	Full Mailing Address	Phone Number and Email address
Applicant (person responsible for the permit)			
Contact (person receiving correspondence)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**Deferral information**

Item being deferred	Valuation (rounded to nearest dollar)	Date you expect to submit plans
1 Deferring landscape and irrigation review (\$150 flat fee)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
2		
3		
4		
5		
6		
7		
8		

**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 \$150 fee.

Deferred Submittal Application-8/19/2019  
IAS Code(s): 4.2.1.1,5.1.3,4.2.2.2 Page 1 of 2

**Commercial Special Inspection and Testing Request Form**

Building and Safety Division/Permit Application Center  
 1500 15th Street, SE, Room 1200, Salem, OR 97302  
 503.588.4256 • [spins@cityofsalem.net](mailto:spins@cityofsalem.net)  
 If you need the following translated to Spanish, please call 503.588.4256.

**Work site location and information**

Permit # \_\_\_\_\_  
 Street address of work site \_\_\_\_\_

**Acknowledgments**  
 I have read and agree to comply with the terms and conditions in this agreement.

Company name and signer's name	Signature	Date
Owner		
Contractor		
Engineer/Architect		
Special Inspection Agency		

After obtaining signatures, scan the form and email to [spins@cityofsalem.net](mailto:spins@cityofsalem.net).

**Request response**

City of Salem Authorized Signature	Date	Approved	Denied

**Terms and conditions**  
 Purpose: To permit applicants of projects requiring special inspection and/or testing per chapter 17 of the State of Oregon Structural Specialty Code (OSSC).

Before a permit can be issued: The owner, or the engineer/architect of record acting as the owner's agent, shall submit this agreement and the attached structural tests and inspections schedule including the required acknowledgments. A pre-application conference with the parties involved may be required to review the special inspection requirements and procedures.

Approval of special inspectors: Each special inspector shall be approved by the Building and Safety Division prior to performing any duties. The OSOA Special Inspection Program is the preferred method of verifying the qualifications. If the special inspection agency is not registered in the OSOA Special Inspection Program, the owner and/or architect/engineer of record shall supply the list of all proposed inspectors and their certification/registration numbers. Each special inspector shall submit his/her qualifications to the Building and Safety Division and is subject to a personal interview for pre-qualification. Special inspectors shall display approved identification as stipulated by the Building and Safety Division.

Commercial Special Inspection and Testing Request Form-4/18/19  
 IAS Code(s): 4.2.1.1.5.5.1.3, 4.2.3.0, Annex A7.01 Page 1 of 3

**Owner responsibilities:**  
 The Owner or the Engineer/Architect of Record acting as the owner's agent shall fund special inspection services.

**Engineer or Architect of Record responsibilities:**  
 The Engineer/Architect of Record shall include special inspection requirements on the plans and specifications.

Commercial Special Inspection and Testing Request Form-4/18/19  
 IAS Code(s): 4.2.1.1.5.5.1.3, 4.2.3.0, Annex A7.01 Page 2 of 3

Commercial Special Inspection and Testing Request Form-4/18/19  
 IAS Code(s): 4.2.1.1.5.5.1.3, 4.2.3.0, Annex A7.01 Page 3 of 3

**SPECIAL INSPECTIONS:**

If special inspections will be required on the project, a completed **Commercial Special Inspection and Testing** application shall be emailed to [plans@cityofsalem.net](mailto:plans@cityofsalem.net) before your building permit can be issued. This form must be signed by an owner's representative, the contractor, the engineer or architect of record, and a representative from the special inspection agency.

**REVISIONS:**

If changes are to be made to an **approved or issued** set of plans (for items covered in the original scope of work), a **Revised Plans Submittal** application shall be emailed to [plans@cityofsalem.net](mailto:plans@cityofsalem.net). Be sure to provide the description of the proposed changes to the current scope of work. Revisions will be given a numbered suffix to the original (parent) permit number.

**Revised Plans Submittal Application**

Building and Safety Division/Permit Application Center  
 1500 15th Street, SE, Room 1200, Salem, OR 97302  
 503.588.4256 • [spins@cityofsalem.net](mailto:spins@cityofsalem.net)  
 If you need the following translated to Spanish, please call 503.588.4256.

Revised plan submittals are for permits already in ISSUED status. This application is only for revisions to the existing scope of work on approved plans.

Permit # \_\_\_\_\_  
 Project address: \_\_\_\_\_  
 Contact name: \_\_\_\_\_  
 Contact daytime phone number: \_\_\_\_\_  
 Contact Email Address: \_\_\_\_\_  
 Describe what you are submitting and why \_\_\_\_\_

**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.

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) \_\_\_\_\_ Date: \_\_\_\_\_

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

Reset form Submit (0/11 only) Not using Internet Explorer (IE 11)?  
 Save the file to your computer and email to [spins@cityofsalem.net](mailto:spins@cityofsalem.net).

Revised Plans Submittal Application-6/28/2019  
 IAS Code(s): 4.2.1.1.5.5.1.3 Page 1

Other items to be aware of:

- Mechanical, electrical, plumbing, fire alarm, fire sprinkler, fire suppression systems, back-up generators, and fire service lines are all stand-alone permits and will not be reviewed or approved on the Commercial Building Permit. These are not considered deferred submittals.
- Always check with the Planning Department before submitting a Commercial Building Permit application. A separate Site Plan Review may be required.
- The civil site work (parking lot/stripping, bicycle racks, landscaping, accessible routes, etc.) must be included in a Commercial Building Permit. When the project involves multiple buildings, we recommend the civil site work be on a separate permit to avoid occupancy delays due to unfinished site work features.

Over 7,200 (\$186.25)		
<b>Site Utilities (Commercial or residential)</b>		
Catch basin or area drain		\$17.50
Storm sewer (incl trench drains, leach lines)	Linear feet	
	1st 100' of line	\$41.00
	Each additional 100' or fraction	\$26.00
Sanitary sewer	Linear feet	
	1st 100' of line	\$41.00
	Each additional 100' or fraction	\$26.00
Water service	Linear feet	
	1st 100' of line	\$41.00
	Each additional 100' or fraction	\$26.00
Footing drain	Linear feet	
	1st 100' of line	\$41.00
	Each additional 100' or fraction	\$26.00
Rain drain	Linear feet	
	1st 100' of line	\$41.00
	Each additional 100' or fraction	\$26.00
Manufactured home utilities (beyond 30')	Linear feet	
	1st 100' of line	\$41.00
	Each additional 100' or fraction	\$26.00

Underground utilities on the site must be shown in the "Site Utilities" section of the **Plumbing** permit application. A separate plumbing permit is required for plumbing *inside the building footprint* unless the same contractor is doing both - interior and exterior - phases of work.