



**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](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.

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](mailto:eplans@cityofsalem.net) for assistance.

**Helpful Links:**

- [Documents and Checklists](#)
- [Applications and Forms](#)
- [File Naming Standards](#)

**Note:**

- Drawings and documents should be uploaded in the order they appear below.
- For our permitting purposes, the following scopes are not considered “deferred”. Separate applications and plan review will be required (as applicable):

<i>Civil Site Work</i>	<i>Electrical, <b>Mechanical</b>, Plumbing</i>	<i>Separate Buildings / Structures</i>
<i>Fire Systems</i>	<i>Solar / PV</i>	<i>Signs, Cell Towers, Antennas</i>
<i>Retaining Walls</i>	<i>Racking</i>	

**Drawings:**

1.  Cover Sheet (if applicable)
2.  Site Plan
  - Drawn to scale (example: 1” = 10’)
  - Building address (to include any suite, building or unit numbers)
  - North arrow, lot dimensions, all property lines (including those within the project site), setbacks, 5’ Property elevation contours.
  - Public and Private:
    - ◇ Utilities (Storm, Water, Sewer, Gas, Electric) – Utility plans are “For Reference Only.”
      1. Proposed utility locations to point of connection/discharge, size, slope, length, and material (Include roof, footing and under-floor drains and fire hydrants).
    - ◇ Easements (location and dimensions)
    - ◇ Easement Agreements
    - ◇ Streets (Adjacent to, or within the property)
  - All buildings, structures, and features on the property
    - ◇ Decks, driveways, sidewalks, parking, and handicap/fire department access, retaining walls, carports, garages, sheds etc...
  - Corner and finished floor elevations and 5 feet elevation contours.
  - Proposed utility locations to point of connection/discharge, size, slope, length, and material.
    - ◇ Include roof, footing and under-floor drains and fire service/hydrants.
  - Accessible route from the public way to building and accessible parking details complying with 2023 OTC (Oregon Transportation Commission)
3.  Demolition plan (as applicable)
  - A [structural demolition permit](#) is required for new, or previously unpermitted demolitions.

4.  Elevations
  - Drawn to scale with correct building orientation and north arrow.  
◊ (example: North, South Side Elevation views)
5.  Fire/Life/Safety
  - Code analysis and page summary showing existing and proposed use and occupancy classification, building type, allowable area according to occupancy classification, actual square footage, etc.
  - Summary should include egress paths, fire separation walls and/or barriers, exit separation distances, common path, and travel distance calculations, exit and stair occupant loads, and egress sign/lighting, as applicable.
6.  Electrical:
  - Exit signs, exit lighting and emergency lighting. *“For Reference Only.”*
7.  Floor plan(s):
  - Existing and proposed conditions showing use and occupant load (for each area/space/room within the building or structure).
8.  Engineering:
  - Special conditions (trusses, high walls / retaining walls, bracing, anchorage, etc.) to be included on drawings showing the expiration date of the Oregon Engineers stamp.
  - Requirements per 2022 OSSC 107 – Construction Documents & Building Official
9.  Foundation Plan:
  - Footing size, wall height, insulation requirements, sections and required reinforcing and ventilation.
  - Footing details for canopies, decks, roofs, and awnings.
10.  Floor Framing Plan:
  - Floor framing at each floor/level, post and beam or joists, including size, spacing, span, sheathing, connections, materials, etc.
  - I-joist layout from manufacturer.
  - Mezzanines
11.  Construction Details/Framing:
  - Structural members, fire-rated construction, insulation, sheathing, roofing, bracing, connections, attachments, fasteners etc.
  - Handrail, guardrail, ceiling, or roof, to include truss layout with reactions.
  - Stair headroom and stairs/landing details including dimensions.
  - Reflected ceiling plan including seismic design, where required.
12.  Door and Window Schedule:
  - Include safety glazing, typical header sizes, locations, etc.
13.  Door Hardware schedule:
  - Include any panic hardware, smoke seals, etc.
14.  Building Sections: – all complete, dimensioned sections including exterior decks or projections
15.  Plumbing, Electrical, Mechanical and Fire Systems layout and fixture count, drawings should be marked as “Reference Only” (separate permits are required).
16.  Finishes/Furniture layout.

## Documents

1.  Engineering:
  - Special conditions (trusses, high walls, retaining walls, irregular buildings, shear walls, etc.)
  - Engineer’s sketches or details to be transferred to drawing pages and include the expiration date of the engineer’s stamp.
2.  Statement of special inspections and completed [Special Inspection Form](#), if applicable.
3.  Manufacturer’s specification sheets for special equipment.
4.  Signed COMchecks, and Energy Compliance Forms
5.  If any items are deferred, a [Deferred Submittal Application](#) must be included in the submittal package.