



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

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 list is intended to be used as a guide in preparing the drawings and documents to be submitted electronically through the PAC Portal (<https://permits.cityofsalem.net>). Contact a permit technician for assistance.

Note! Drawings and documents should be uploaded in the order they appear below.

Drawings

1. Plot plan and civil drawings, drawn to scale on minimum size of 11x17 page which includes the following:
 - North arrow, scale, lot dimensions, setbacks, all public and/or private easements, and names of all adjacent streets.
 - Layout of buildings, driveways, sidewalks, and parking.
 - All applicable structures and features on the property
 - Information on street frontages (width of right-of-way, type, and width of street, including curbs, gutters, sidewalks and pavement type)
2. All drawings, drawn to scale, with correct building orientation and north arrow.
3. Equipment details: smoke detectors, fire alarms, sprinkler system detail.

Documents

1. Calculations, if applicable.
2. Products specification sheets.