



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, drawn to scale on minimum size of 11x17 page which includes the following:
 - Building footprint, roof line and all planned decks, patios and porches.
 - North arrow, scale, lot dimensions, setbacks, and all public and/or private easements.
 - Ground slope direction(s), elevations at all property corners, finish floor elevation, and elevation of top of curb or edge of pavement at frontage corners and elevation of low point drain.
 - Location, size, material, and slope of rain drains and under-floor/footing drain.
 - Existing public and private utilities located on property, such as water meter, storm and sanitary services manholes, water valves, ditches etc.
 - Driveway and sidewalk location and layout, including driveway slope.
2. Manufactured Home Drawings
 - Footing and construction details for exterior porches, decks, roofs.
 - Floor plan with options indicated.
 - Skirting Detail – skirting material to be used.
 - Foundation: runners, slab pier block detail plan.

If the home includes gas appliances, a separate [mechanical permit](#) is required.

A separate permit and review process is required for garages and carports. Review the garage and carport checklist.