



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 which are 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. Site plan, drawn to scale, on minimum size of 11x17 page with north scale for mechanical located outside.
2. Roof layout
 - Google maps showing the location of roof top units will work for most simple replacements.
 - Set back from roof edge 10' or it requires a guard or alternate method and separation from intake 10'.
3. Floor plan showing all fixtures, venting, and piping locations, and any smoke/fire control devices through rated assemblies, if applicable.

Documents

1. Ventilation calculations that include make up air calculations for hoods and HVAC systems.
2. Engineering required for the following unless exempt from plan review:
 - Units over 400 lbs.
 - Units 4 feet off the ground.
 - Air handlers over 75 lbs.
3. Gas pipe calculations only for gas lines over six feet:
 - Size of meter.
 - Size and type of pipe.
 - Length of pipe.
 - Demand on the system in BTUs.
4. Fire wrap or chase for hoods.
5. Specification or cut sheets for units or appliances, as applicable.