

Some building permits for work associated with an existing single family dwelling or duplex can be reviewed and issued in real time.

The Residential Express Permit (REP) program is designed to capture small scopes of work, revise and make changes to the drawings in real time to ensure code compliance. To participate in this program customers must commit to being available by phone during the selected review time, which depending on the scope of the project could take up to several hours. The following projects are eligible for this program: interior remodels, garage conversions, solar (both thermal and photovoltaic), decks, and single-story additions or garden sheds/shops, etc. under 500 square feet. Decks must be designed as prescribed per R507.

**REP review time hours are available Tuesday and Thursday between 9am and 2:30pm.**

Interior remodels are eligible for the REP program. Work outside of an existing building, such as a deck, single-story addition, or accessory structure may be eligible if the answer to all of the questions below is “No”. If you need assistance in order to answer the questions, call the numbers listed below or visit the Permit & Information Center (PIC) and speak with City staff.

### Land Use Questions – (541) 682-8336

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|-----|----|--|
| Yes | No | Is the property part of an approved land use application that identifies special development standards or resource protection? (An example would be tree preservation, a conservation zone or a unique setback requirement.) |
| Yes | No | Is the property within the Amazon Neighbors, Fairmount Neighbors or South University Neighborhood Association?   |
| Yes | No | Are you proposing to add plumbing fixtures to a detached accessory structure?  |
| Yes | No | Does the property have a /UL Urbanizable Land Overlay?   |
| Yes | No | Are you creating a new dwelling unit?  |

If you don't know the answer to any of the questions above or if the answer is yes to any of these questions please contact the Land Use Team at 541-682-8336 or [landuseinfo@eugene-or.gov](mailto:landuseinfo@eugene-or.gov) and ask whether your project qualifies for the express permit program.

**Please note: this is not an all-inclusive list. There may be other circumstances not covered that may make the project ineligible for the express permit program.**

### Public Works Engineering Questions – (541) 682-8400

- |     |    |  |
|-----|----|--|
| Yes | No | Is any portion of the subject property in a Special Flood Hazard Area as determined by FEMA? |
|-----|----|--|

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[www.eugene-or.gov/bps](http://www.eugene-or.gov/bps)

Yes No Will the roof drainage from a new addition or accessory structure discharge to a private stormwater management system? Examples include a soakage trench, vegetated filter strip, private swale, rain garden, splash blocks, etc. (i.e. anything other than to weepholes in the curb at the street, or to an existing connection to the public piped system)

## Public Works Erosion Prevention Questions - (541) 682-8498

Yes No Will your project require an [erosion permit](#)?

- Project site is in designated "Sensitive Area and there will be ground-disturbing activity that exceeds 500 square feet
- Project directly discharges to a stormwater quality facility or open waterway or natural resource area (such as ditch, rain garden, etc.)

## Residential Building Code Questions - (541) 682-5611

Yes No Is there an increase in building area such that the overall square footage exceeds 3599 square feet?

*If any answers to above questions are Yes, your project is not eligible for the Express Permit Program and will be redirected to the standard review process.*

*Given that every project is unique, plan review staff may redirect an application out of the REP review process and into the standard review process to better serve the project.*

Note: Project must be deemed complete and meet submittal guidelines. If additional information is required, your selected review time will be released and made available to other applicants. You will have the option to reschedule a review time when you have submitted additional, required information.