



RESIDENTIAL EXPRESS PERMIT APPLICATION

Please complete the application and qualifying guidelines checklist.

Building and Site Information			
Project address:			
Map & tax lot #:			
Subdivision:	Addition:	Lot:	Block:
Owner name:		Owner phone:	
Owner address:			
City	State	Zip code	
Select one of the following descriptions:			
<input type="checkbox"/> New single family dwelling	<input type="checkbox"/> Addition/alteration		
<input type="checkbox"/> Same as plan	<input type="checkbox"/> Accessory structure		
Reference permit # _____	<input type="checkbox"/> Manufactured home		
<input type="checkbox"/> New duplex	<input type="checkbox"/> Other _____		
Project Description			
Value of all work: \$		New square footage:	
Scope of work description:			
Primary Contact Person			
The primary contact is the person who receives all communication and emails. For eBuild projects, the primary contact needs to be added as a Partner to your project so that they will receive all communications and emails regarding this project. You can add members to your project through the Manage page in eBuild.			
Name (please print):		Primary phone:	
Company:		Alternate phone:	
Address:			
City	State	Zip code	
E-mail:			
Contractor Information			
General Contractor		Electrical Contractor	
Contact name:		Contact name:	
Company name:		Company name:	
Phone:	Email:	Phone:	Email:
CCB#:		CCB/BCD#:	
Mechanical Contractor		Plumbing Contractor	
Contact name:		Contact name:	
Company name:		Company name:	
Phone:	Email:	Phone:	Email:
CCB#:		CCB/BCD#:	

If there are questions regarding the submittal requirements for your project, please review the [residential checklist](#). Please complete the following questions regarding your project.

If you are removing trees on private property, how many trees will you be removing? _____

What is the stormwater destination? _____ (weep holes in curb, on-site system, etc.)
 Existing Proposed

Should temporary electrical be included in this permit? Yes No

For additions/alterations only
 # of panels or feeders (new or relocated) _____
 # of branch circuits (new or altered) _____
 # of plumbing fixtures _____ new _____ relocated _____ abandoned

New construction and additions
 Provide a completed [Residential Energy Additional Measure Selection](#) form as part of your application packet. The form can then be uploaded with your construction documents.

Mechanical Equipment – Please indicate the type and quantity of mechanical equipment included in this project.

Vents/Fans	Fuel Burning Appliances
Water heater/gas	Gas furnace
Range hood	Pellet stove
Dryer	Gas insert
Bathroom fans	Gas fireplace
Utility room fans	Woodstove
Other Heat Systems	Pellet/woodstove insert
Wall heaters	Other Equipment Electrical
Radiant floor electric	Electrical furnace
Baseboard	Heat pump
Radiant floor hydronic	Air conditioner
Other: _____	Is gas piping included in your project? Yes No

Manufactured Home Setup

Make _____ Year _____
 Electric meter location: _____
 Temporary electrical permit required as part of this permit? _____
 Systems added to the home after leaving manufacturer: _____

Contractor Notification

All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and may be required to be licensed in the jurisdiction in which work is being performed. If the applicant is exempt from licensing, the following reasons apply:

Additional Project Information

Acknowledgement

I certify that all information contained in this application is accurate to the best of my knowledge and that a complete set of construction documents has been included with my application.

Some building permits for work associated with an existing single family dwelling or duplex can be reviewed and issued the same day.

The Residential Express Permit (REP) process is designed to bring together the plans examiner and the applicant to actively review projects and discuss, revise, and make changes to the drawings in person to ensure code compliance. To participate in this program customers must commit to being present during the review, which depending on the scope of the project could take up to a few hours. The following projects are eligible for this program: interior remodels, garage conversions, solar (both thermal and photovoltaic), decks, and single-story additions or accessory structures under 500 square feet.

REP hours are Tuesday and Thursday between 9am and noon.

Interior remodels are eligible for the express permit program. Work outside of an existing building, such as a deck, single-story addition, or accessory structure is 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

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.)

Public Works Engineering Questions - (541) 682-8400

Is any portion of the subject property in a Special Flood Hazard Area as determined by FEMA?

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)

Residential Building Code Questions - (541) 682-5611

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 ineligible for the Express Permit Program.