

COMMERCIAL EXPRESS PERMITS (CEP) QUALIFYING GUIDELINES

Apply BOTH sets of criteria below to see if a specific project is a candidate for our CEP program.

Criteria Set #1:

Yes

No

Is the scope of work limited to any of the following:

- A tenant infill (a new tenant establishing occupancy in a previously occupied or unoccupied commercial space) of a space or area of less than an aggregate of 10,000 sq.ft?
- A single tenant alteration (an existing tenant remodeling their space) of a space or area of less than an aggregate of 10,000 sq.ft?
- A building envelope alteration; this may include new openings for windows or doors?
- An aggregate addition of less than 1000 sq.ft. of new impervious surfaces such as roof area and/or paving?
- An aggregate building addition of less than 1000 sq.ft. of new habitable area or a new porch, vestibule, deck, loading dock cover and awnings or canopies not over or in a public right-of-way and that do not include signage?
- A change of use or occupancy of a space or building that does not result in reclassifying or adding an occupancy classification of an A, E, I, or H occupancy category to the structure?

If you are uncertain if your project scope fits one of these categories, please contact a commercial permit Project Coordinator at 541-682-5613 to discuss your specific project.

Yes

No

Will the person authorized to make project modifications and/or plan changes be present at the meeting throughout the review process (if the plans and/or calculations are stamped by a licensed professional, it must be that person(s) who stamped the plans)?

Yes

No

This project does not require an off-street parking agreement as all required parking is provided on the development site or the project is in a parking exempt location correct?

If you answered Yes to the entire criterion set#1 above, continue to the next set of criterion questions on the next page.

If you answered No to any of the criteria, this project falls outside of the scope of the CEP review. You may submit your project at any time electronically through the City of Eugene's [eBuild](#) electronic plan review system for standard review.

Criteria Set #2:

- Yes No If your project includes an addition of any new square footage, is the project located in the Special Flood Hazard Area (SFHA)?
- Yes No Will the building contain hazardous materials stored, used in a closed or open system, hazardous material control areas or is the occupancy an H – High Hazard Group occupancy?
- Yes No Does the project include any of the following: Any NEW, ALTERED, or EXPANDED hazardous exhaust systems, dust collection systems, manufacturing or processing operations using hazardous materials, paint booths, photovoltaic systems, high piled stock or rack storage, or alterations to a historic structures?

If you answered No to this entire criterion set#2, this project qualifies for the CEP review program.

If you are uncertain if your project scope fits one of these categories, please contact a commercial permit Project Coordinator at 541-682-5613 to discuss your specific project.

Otherwise, this project falls outside of the scope of the CEP review. You may submit your project at any time electronically through the City of Eugene’s [eBuild](#) electronic plan review system for standard review.

A Note About Electrical Reviews:

If the electrical changes fall under the scope of those occurring for a “complex structure” as defined in [OAR 918-311-0040](#), the entire electrical scope of the project must be deferred and will not be reviewed at the CEP appointment.

An electrical plan review is still required: When making the deferred submittal, please upload electrical plans signed by the licensed supervising electrician or stamped by the electrical engineer for plan review. These plans shall include load calculations, fixture schedule, fixture layout, and riser diagram with panel locations and schedules.

A Note About Plumbing Reviews:

If the plumbing scope of work requires plumbing plan review per [OAR 918-780-0040 \(a\) through \(h\)](#), that scope of work identified by the rule must be deferred and will not be reviewed at the CEP appointment.

When making the plumbing deferred submittal, please upload the appropriate plumbing systems plans, calculations, and product specifications.