



NEEDED WHEN SUBMITTING PLANS FOR BUILDING PERMITS

1. Complete online application
2. Go to <http://www.salemcity.org/> (open in Google Chrome or Firefox browser)
3. Scroll down to “building department” section (it will be on the left side of the page)
4. Click on “permit request (Cityworks Program)”
5. Proceed to create a new user or login if you already have a user setup
6. At the top of the page click “create application”
7. Select “building” tab
8. Click desired type of building permit
9. Fill out appropriate online application

DOCUMENTS THAT ARE REQUIRED FOR BUILDING PERMIT APPLICATION

- Engineer Stamped Construction Plans
- Site Plan
- RES Check
- Gas Schematic
- Electrical Request Form
- HVAC Manuals J, D & S
- SWPPP Land Disturbance Permit
- Structural Engineer Calculations
- Owner Builder Certification (if applicable)

Notice: If you are an owner builder you are required to submit a Notarized Owner-Builder Certification. Instructions and the document can be found at the following link.

<http://www.salemcity.org/owner-builder.htm>

ADDITIONAL DOCUMENTS REQUIRED THROUGHOUT THE BUILDING PROCESS

- Soil report from a licensed soil engineer required before footing inspection.
- Engineered Roof Truss Package with Wet Stamp.
- Letter from Structural Engineer Approving Roof Truss Packet. Required at 4-Way inspection.