

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 garden sheds/shops, etc. under 500 square feet. Decks must comply with the State of Oregon ready-build plans or be prescriptive per R507.

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 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

- 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?

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 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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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 ineligible for the Express Permit Program.

Also 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 express meeting time will be cancelled. You will have the option to reschedule your meeting when submitting additional information.