

Information regarding the Residential Express permit program is available on our [web pages](#).

How do I know if I qualify for a Residential Express Permit?

To qualify for participation in the Residential Express Permit plan review program, projects need to meet particular scope parameters. Typical residential projects that are eligible include:

- interior remodels
- garage conversions
- solar (both thermal and photovoltaic)
- decks
- single-story additions or accessory structures with disturbance under 500 square feet.

Before you visit us, apply the Residential Express Permit Qualifying Guidelines checklist criteria to your project to see if it is a good candidate. Other factors could affect your project's eligibility for the program such as special area zoning, neighborhood requirements, or the need for a deed restriction.

How do I schedule REP plan review?

Projects are considered for Residential Express Permit plan review by appointment on Tuesday and Thursday between 9:00 a.m. and 12:00 noon. In order to participate in the REP, you'll need to submit your application online and then select an appointment time. The person authorized to make project modifications must be present throughout the review (if stamped plans are submitted, the person present must be the person who stamped the plans) and should plan to spend approximately 1 hour with us. With the upfront time investment, a permit can be issued more quickly with the goal of all review groups completing their review at or prior to your appointment time. If during the review, it is determined that more information is required and the permit cannot be issued there are two options: 1. Submit the needed information using the standard supplemental information process or 2. return with the needed information for review and set up a follow-up REP appointment.

Please contact a residential permit Project Coordinator at 541-682-5611 or email us at Residentialpermitinfo@ci.eugene.or.us with any questions or to discuss your specific project.

Apply criteria on the following page to see if your project is a candidate for the REP program.

Public Works Engineering Questions - (541) 682-8400

- Yes No Is any portion of the subject property in a Special Flood Hazard Area?
- Yes No Will the new roof drainage discharge to any private on-site retention system? (Examples include a soakage trench, rain garden, etc.)
- Yes No Are any public tree removals proposed?

Residential Building Code Questions - (541) 682-5611

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