



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? _____ Existing
 (weep holes in curb, on-site system, etc.) For more info, [Stormwater Management Manual Chapter 1](#) Proposed

Should temporary electrical be included in this permit?

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: Home Garage Carport Pole Service Existing
 Temporary electrical permit required as part of this permit? Yes No
 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 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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www.eugene-or.gov/bps

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.