



City of Ashland Building Safety Division

51 Winburn Way • Ashland, OR 97520
 Phone (541) 488-5305 • Fax (541) 488-6066
 Email: Building@ashland.or.us

Residential Express Building Permit Application

GENERAL INFORMATION:

❖ **WHAT IS ELIGIBLE FOR AN EXPRESS PERMIT?**

Small residential projects that require basic Planning and Building Department review including minor remodels, decks, pools, retaining walls, or other similar type projects.

Please note: These reviews are intended to be quick and fairly routine. If your project involved a Planning Action or if other research or extensive calculations are required, your project will be reviewed through the standard review process.

❖ **HOW DO I SUBMIT?**

Email your completed form, digital plans, and submittal checklist information to Building@ashland.or.us.

❖ **WHAT IS THE PROCESS?**

A Permit Technician will log your project and contact you for payment of the plan check fee. Following payment, the Building Plans Examiner and Planning Plans Examiner will review your project for compliance with building and land use codes and contact you if they have any questions. Once the review is complete, a Permit Technician will contact you for payment of the remaining permit fees and your approved plans will be returned via email, along with your inspection card and copy of the permit. Express Permits are typically reviewed and issued within 72 hours.

APPLICATION INFORMATION:

Location:		Date:	
Description of Project:			
Valuation of Project: <i>See Determination of Valuation Policy for additional information</i>		\$	
Type:	Minor Remodel Garage/Shop	Deck/Porch Carport	Structural Other
APPLICANT INFORMATION:			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		
PROPERTY OWNER INFORMATION:			
Name:			
Address:			
City:	State:	ZIP:	
Phone:	Email:		



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CONTRACTOR INFORMATION:		Work to be done by Owner
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #		CCB#

SUBMITTAL CHECKLIST:

YES	NO	N/A	GENERAL INFORMATION:
			PDF of Digital Plans - Submit to Building@ashland.or.us <i>Plans must be drawn to scale, minimum 11x17 inches in size, and legible</i>
			Design Professional, Architect and/or Engineer(s) name, phone, and Email
			Name, Address, Phone and Email of all owners and contractors (include license #s)
			Existing and Proposed Square Footage of Structure(s)
			Existing and Proposed Impervious Surfaces
			Site Plan showing proposed and existing buildings, north arrow indicator, distances to property lines, drainage lines, retaining walls, and contour lines
			Foundation Plan (including footing elevation and hold down locations)
			Floor Plan including the use of the rooms and other areas. Identify all new, deleted and existing walls, windows & doors. Also include location of all replaced, relocated, or added plumbing fixtures, heating, ventilation and A/C equipment, hot water tanks, electrical panels, and gas fixtures with BTU requirements.
			Framing Cross-Sections & Details including beam calculations for all beams, brace panels (exterior & interior), alt. brace panels, portal frame or engineered system.
			Roof framing plan for stick frame & engineered trusses. (Include the eng. truss calculations & truss layout sheet)
			Elevations – show all sides of the building affected by the remodel or addition.
			Solar Calculations <i>See Solar Setback Guide for additional information</i>
			Exterior Materials being used for roof, siding, trim molding, windows, porches, railings, etc.
			Complete and sign Energy Form (required for new conditioned spaces, addition, change of use, etc.)

Applicant's Signature: _____

Date: _____



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Sub-Contractor Information

Please be advised that the City of Ashland Building Division cannot perform inspections until all sub-contractor information has been submitted and licensing requirements have been verified.

ELECTRICAL SUB-CONTRACTOR:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #:		CCB#:
MECHANICAL SUB-CONTRACTOR:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #:		CCB#:
PLUMBING SUB-CONTRACTOR:		
Name:		
Address:		
City:	State:	ZIP:
Phone:	Email:	
Ashland Business License #		CCB#

Residential Construction – Who can do the WORK?

APPLICANT	STRUCTURAL	MECHANICAL	PLUMBING	ELECTRICAL
Applicant is the owner and the structure will not be for rent, sale, lease, or exchange	YES	YES	YES	YES
Applicant is the owner and the structure is/will be for sale	NO	NO	NO	NO, except some maintenance by the owner, owner's immediate family, landlord, landlord's agent, or the employee of the landlord or landlord's agent
Applicant is the owner and is a licensed general contractor and the structure is/will be for sale	YES	YES	YES, owner must do the work (not employees)	
Applicant is the owner and the structure is/will be for rent or lease	YES	YES	YES	
Applicant is the renter	YES, but the work must not be done for compensation and structure is not intended to be for sale	YES, but the work must not be done for compensation and structure is not intended to be for sale	NO, expect for repairs to existing plumbing (which usually does not require a permit)	NO
Applicant is the owner's regular employee	YES, as long as it is not intended to be for sale before, upon, or after completion	YES, as long as it is not intended to be for sale before, upon, or after completion	NO, expect for repairs to existing plumbing (which usually does not require a permit)	NO, except some maintenance
Applicant has a general contractor license only and is not the owner or renter	YES	YES	NO	NO
Reference	ORS 701.010	ORS 701.010	ORS 447.040, 693.020 OAR 918-695-0020	ORS 479.540 ORS 479.560

Plumbing Notes:

Repair: Repair means the act of replacing or putting together plumbing parts that restore the existing plumbing system to a safe and sanitary operating condition. (ORS 693.020(e)(A))

Regular Employee: Regular employee means a person who is subject to the provisions of ORS 316.162 to 316.221 (withholding taxes from paycheck) and who has completed a withholding exemption certificate required by the provision or ORS 316.162 to 316.221 (ORS 693.020(e)(B))

Electrical Notes:

Immediate Family: Immediate Family of an owner is the owner's parent, step-parent, or parent's domestic partner, sibling and sibling's spouse or domestic partner, child and child's spouse or domestic partner, spouse or domestic partner, spouse's or domestic partner's child and the child's spouse or domestic partner, grandchild, and grandparent. OAR 918-261-0040(3)

Maintenance: Alterations to or replacement of parts of electrical installations as necessary for maintenance of the existing electrical installations on that property, but does not include new electrical installations or substantial alterations to existing electrical installations on that property. Maintenance specifically includes: replacement of an existing garbage disposal, dishwasher, or electric hot water heater with a similar appliance of 30amps or less, single phase by a landlord, landlord's agents or the employee of the landlord or landlord's agent. ORS 479.540(1)(b)

Housing Authority: Housing Authorities have special exemptions, see ORS 479.540(4)(a) and ORS 479.540(6)(a)



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Sewage Backflow Acknowledgement

It shall be the applicant's responsibility to verify if the drainage of any plumbing fixtures are located below the next upstream manhole or below the main sewer level. Where fixture openings are below the next upstream manhole or below the main sewer level, backflow preventers shall be installed in accordance with 710.1 of the current Oregon Plumbing Specialty Code (OPSC). Failure to install such device could result in crawl spaces and homes filling with sewage when main sewer systems are backed up. By signing this form you acknowledge this requirement and the risk that comes with failing to install such device when required.

Site Address: _____

Applicant's Signature _____

Date _____