



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	Commercial Re-Roof 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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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 _____