



COMMERCIAL EXPRESS PERMIT APPLICATION

Please complete the application (page 1-2) and qualifying guidelines checklist (page 3-4). If the scope of your project will include deferred submittals, you will also need to complete the Deferred Submittal sheet on page 5.

Building and Site Information <i>Application may be returned if this section is incomplete</i>	
Project address: Suite/unit/floor	
Map & tax lot #:	
Building/property owner:	Owner phone:
Building/property owner address:	Owner email:
City:	State: Zip code:
Tenant/business name (if known):	
Tenant phone:	Tenant email:
Project Description	
Value of all work: \$	Value of mechanical work: \$
Construction type (i.e. type 1A with sprinklers):	Occupancy type:
Existing or previous use:	Proposed use:
Existing square footage:	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:
Email:	
Additional Project Information	

Contractor Information		
General Contractor		Electrical Contractor
Contact name:	Contact name:	
Company name:	Company name:	
Phone:	Phone:	
Email:	Email:	
CCB #:	CCB/BCD#:	
Mechanical Contractor		Plumbing Contractor
Contact name:	Contact name:	
Company name:	Company name:	
Phone:	Phone:	
Email:	Email:	
CCB #:	CCB/BCD#:	
Property Owner Installation		
Name:		
Phone:	Email:	
Building and/or Mechanical - This installation is being made on property that I own, which is not intended for sale. I am exempt from licensing requirements under ORS 701.010.		
Signature:		
If there are questions regarding the submittal requirements for your project, please review the following checklists. <ul style="list-style-type: none"> ➤ Commercial Checklist – New Construction or Additions ➤ Commercial Checklist – Interior/Exterior Alterations & Miscellaneous Commercial 		
Please complete the following questions regarding your project.		
If you are removing trees on private property, how many trees will you be removing? _____		
Will the project disturb one or more acres of land during one or more phases of development (include all contiguous parcels of land under the same ownership)?		Yes No
Will you disturb more than 5,000 cubic feet of material during one or more phases of development?		Yes No
New construction, structural changes, or a change of occupancy where a structure is over 4,000 square feet in area or more than 20 feet in height require the services of a registered professional. If the scope of work fits into these criteria, are the plans prepared by an Oregon Licensed Architect or Engineer?		Yes No
Would you like to request plumbing plan review if it is determined that plumbing plan review is not required for your project?		Yes No
Will your project:		
Excavate within 10 feet of the right of way or a Public Utility Easement?		Yes No
Involve building new structures within 10 feet of existing overhead electrical lines?		Yes No
<i>If yes to either, contact EWEB to understand potential construction requirements around utility infrastructure for safety and to avoid project delays at (541)685-7521.</i>		
Acknowledgement		
<input type="checkbox"/>	I certify that all information contained in this application is accurate to the best of my knowledge and that a complete set of construction drawings has been included with my application.	



COMMERCIAL EXPRESS PERMITS (CEP) QUALIFYING GUIDELINES

Apply BOTH sets of criteria below to see if a specific project is a candidate for our CEP program.

Criteria Set #1:

☐ Yes

☐ No

Is the scope of work limited to any of the following:

- ☐ A tenant infill (a new tenant establishing occupancy in a previously occupied or unoccupied commercial space) of a space or area of less than an aggregate of 10,000 sq.ft?
- ☐ A single tenant alteration (an existing tenant remodeling their space) of a space or area of less than an aggregate of 10,000 sq.ft?
- ☐ An alteration that does not result in a new dwelling unit?
- ☐ A building envelope alteration; this may include new openings for windows or doors?
- ☐ An aggregate addition of less than 1000 sq.ft. of new impervious surfaces such as roof area and/or paving?
- ☐ An aggregate building addition of less than 1000 sq.ft. at grade level of new habitable area or a new porch, vestibule, deck, loading dock cover and awnings or canopies not over or in a public right-of-way and that do not include signage?
- ☐ A change of use or occupancy of a space or building that does not result in reclassifying or adding an occupancy classification of an A, E, I, H or R occupancy category to the structure?

If you are uncertain if your project scope fits one of these categories, please contact a commercial permit Project Coordinator at 541-682-5613 to discuss your specific project.

☐ Yes

☐ No

Will the person authorized to make project modifications and/or plan changes be available by phone during the scheduled review time (if the plans and/or calculations are stamped by a licensed professional, it must be that person(s) who stamped the plans)?

☐ Yes

☐ No

This project does not require an off-street parking agreement as all required parking is provided on the development site or the project is in a parking exempt location correct?

If you answered ☐ Yes to the entire criterion set#1 above, continue to the next set of criterion questions on the next page.

If you answered ☐ No to any of the criteria, this project falls outside of the scope of the CEP review. You may submit your project at any time electronically through the City of Eugene's [eBuild](https://www.eugene-or.gov/bps) electronic plan review system for standard review.

Criteria Set #2:

- | | | |
|------------------------------|-----------------------------|---|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Is your project an interior demolition, reroofing/roof covering, a stand-alone mechanical scope, or foundation repair? These projects are not CEP projects but do have quick turnaround times in the standard review process. |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If your project includes an addition of any new square footage, is the project located in the Special Flood Hazard Area (SFHA)? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will the building contain hazardous materials stored, used in a closed or open system, hazardous material control areas or is the occupancy an H – High Hazard Group occupancy? |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Does the project include any of the following: Any NEW, ALTERED, or EXPANDED hazardous exhaust systems, dust collection systems, manufacturing or processing operations using hazardous materials, paint booths, photovoltaic systems, high piled stock or rack storage, or alterations to a historic structures? |

If you answered ☐ No to this entire criterion set#2, this project qualifies for the CEP review program.

If you are uncertain if your project scope fits one of these categories, please contact a commercial permit Project Coordinator at 541-682-5613 to discuss your specific project.

Otherwise, this project falls outside of the scope of the CEP review. You may submit your project at any time electronically through the City of Eugene's [eBuild](#) electronic plan review system for standard review.

A Note About Electrical Reviews:

If the electrical changes fall under the scope of those occurring for a "complex structure" as defined in [OAR 918-311-0040](#), the entire electrical scope of the project must be deferred and will not be reviewed at the CEP appointment.

An electrical plan review is still required: When making the deferred submittal, please upload electrical plans signed by the licensed supervising electrician or stamped by the electrical engineer for plan review. These plans shall include load calculations, fixture schedule, fixture layout, and riser diagram with panel locations and schedules.

A Note About Plumbing Reviews:

If the plumbing scope of work requires plumbing plan review per [OAR 918-780-0040 \(a\) through \(h\)](#), that scope of work identified by the rule must be deferred and will not be reviewed at the CEP appointment. When making the plumbing deferred submittal, please upload the appropriate plumbing systems plans, calculations, and product specifications.



DEFERRED SUBMITTAL PROCEDURES

The purpose of this document is to provide the applicant and the City of Eugene with the information required for deferral of a portion of the building, mechanical, electrical, or plumbing design. Some documents related to local Eugene Code requirements may also be deferred; contact the respective staff reviewer for questions regarding local code deferrals and review fees.

Deferred submittals shall be listed on the construction documents submitted with the application for permit. Approval is required for deferral of any required submittal item.

When it is required that plans be prepared by a registered design professional, the deferred submittal documents must be submitted to the design professional in responsible charge, who shall then review the documents and forward them to Building & Permit Services. The documents must include a notation that they have been reviewed and found to be in general conformance with the design of the building.

Deferred submittal items shall not be installed until the deferred submittal documents have been approved by the City. You should allow sufficient time for the City's review of the deferred documents. Review timelines will vary depending upon staffing and the size and complexity of the submittal.

Except for plumbing and electrical reviews, the plan review fee for processing deferred submittals will be an amount equal to 35 percent of the building permit fee calculated using the value of the particular deferred portion of the project. This fee is in addition to the project plans review fee based on total project value.

Check each submittal item that you are proposing to defer on the checklist, and provide the total valuation of each deferred item and an estimated date when each item will be submitted for review. Local code deferrals may also be listed.

<input checked="" type="checkbox"/>	Deferred Item	Valuation	Date
<input type="checkbox"/>	1. Awnings		
<input type="checkbox"/>	2. Bleachers		
<input type="checkbox"/>	3. Curtain wall systems		
<input type="checkbox"/>	4. Electrical system	N/A	
<input type="checkbox"/>	5. Fire alarm system		
<input type="checkbox"/>	6. Fire sprinkler system		
<input type="checkbox"/>	7. HVAC system		
<input type="checkbox"/>	8. Plumbing system	N/A	
<input type="checkbox"/>	9. Prefabricated stairs, guardrails and handrails		
<input type="checkbox"/>	10. Pre-stressed concrete shop drawings		

<input checked="" type="checkbox"/>	Deferred Item	Valuation	Date
<input type="checkbox"/>	11. Steel storage racks		
<input type="checkbox"/>	12. Storefront systems		
<input type="checkbox"/>	13. Suspended ceilings		
<input type="checkbox"/>	14. Exterior veneer or cladding		
<input type="checkbox"/>	15. Wood, steel or composite floor or roof trusses		
<input type="checkbox"/>	16.		
<input type="checkbox"/>	17.		
<input type="checkbox"/>	18.		
<input type="checkbox"/>	19.		
<input type="checkbox"/>	20.		

- **Plumbing Deferral:** Plans submitted for original building permit shall accurately show all plumbing fixtures.
- **Mechanical and Electrical:** Deferred submittals shall include COMcheck energy compliance forms.
- **Local Code Deferrals:** Shall be determined on a project-specific basis. Consult with review staff.

I certify that the above information is correct, and understand the requirements regarding deferred submittals and that incomplete or incorrect information may cause delays for the applicant.

Signature of Applicant

Date

www.eugene-or.gov/bps