



# RESIDENTIAL EXPRESS PERMIT APPLICATION

Please complete the application and qualifying guidelines checklist.

<b>Building and Site Information</b> <i>Application may be returned if this section is incomplete</i>			
<b>Project address:</b>			
<b>Map &amp; tax lot #:</b>			
Subdivision:	Addition:	Lot:	Block:
Owner name:			
Owner phone:		Owner email:	
Owner address:			
City:		State:	Zip:
Select one of the following descriptions:		<input type="checkbox"/> Prescriptive solar install	
<input type="checkbox"/> Interior remodel		<input type="checkbox"/> Single story accessory structure	
<input type="checkbox"/> 1 <sup>st</sup> story addition <500 sq.ft. (does not create a new dwelling unit)		<input type="checkbox"/> Garage conversion	
<input type="checkbox"/> Deck		<input type="checkbox"/> (does not create a new dwelling unit)	
		<input type="checkbox"/> Other _____	
<b>Project Description</b>			
Value of all work: \$	New square footage:	Compliance Case: _____	
Scope of work description:			
<b>Primary Contact Person</b>			
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 <a href="#">Manage page in eBuild</a> .			
Name (please print):		Primary phone:	
Company:		Alternate phone:	
Email:			
Address:			
City:		State:	Zip:
<b>Contractor Information</b>			
<b>General Contractor</b>		<b>Electrical Contractor</b>	
Contact name:		Contact name:	
Company name:		Company name:	
Phone:	Email:	Phone:	Email:
CCB#:		CCB/BCD#:	
<b>Mechanical Contractor</b>		<b>Plumbing Contractor</b>	
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 <a href="#">residential checklist</a> . 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? _____ <input type="checkbox"/> Existing (weep holes in curb, on-site system, etc.) For more info, <a href="#">Stormwater Management Manual Chapter 1</a> <input type="checkbox"/> Proposed	
Should temporary electrical be included in this permit? Yes No	
<i>For additions/alterations only</i> # 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 <a href="#">Residential Energy Additional Measure Selection</a> form as part of your application packet. The form can then be uploaded with your construction documents. Additional Energy Measure being used is _____	
<b>Mechanical Equipment – Please indicate the type and quantity of mechanical equipment included in this project.</b>	
<b>Exhaust / Ventilation Equipment</b>	<b>Fuel Burning Equipment</b>
<input type="checkbox"/> Whole-house ventilation	<input type="checkbox"/> Gas water heater
<input type="checkbox"/> Kitchen range hood	<input type="checkbox"/> Forced air gas furnace
<input type="checkbox"/> Clothes dryer exhaust	<input type="checkbox"/> Wood / pellet stove – free standing
<input type="checkbox"/> Bathroom exhaust fan	<input type="checkbox"/> Wood / pellet stove – insert
<input type="checkbox"/> Utility room exhaust fan	<input type="checkbox"/> Gas fireplace – free standing
<input type="checkbox"/>	<input type="checkbox"/> Gas fireplace - insert
<b>Other Heat Systems</b>	<b>Other Equipment</b>
<input type="checkbox"/> Electric wall heaters	<input type="checkbox"/> Electrical furnace / electric heat pump
<input type="checkbox"/> Radiant floor heater - electric	<input type="checkbox"/> Air conditioner
<input type="checkbox"/> Radiant floor heater - hydronic	<input type="checkbox"/> Ductless mini split w/ outdoor condensing unit (total for each component)
<input type="checkbox"/> Electric baseboard heater	
<input type="checkbox"/> Other: _____	Is gas piping included in your project? Yes No
<b>Contractor Notification</b>	
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:	
<b>Additional Project Information</b>	
<b>Acknowledgement</b>	
<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 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 in real time.

The Residential Express Permit (REP) program is designed to capture small scopes of work, revise and make changes to the drawings in real time to ensure code compliance. To participate in this program customers must commit to being available by phone during the selected review time, which depending on the scope of the project could take up to several 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 be designed as prescribed per R507.

**REP review time hours are available Tuesday and Thursday between 9am and 12:00 noon.**

Interior remodels are eligible for the REP 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?   |
| Yes | No | Are you creating a new dwelling unit?  |

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](mailto: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? |
|-----|----|--|

SEE NEXT PAGE ➡

[www.eugene-or.gov/bps](http://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 not eligible for the Express Permit Program and will be redirected to the standard review process.***

***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 selected review time will be released and made available to other applicants one time. You will have the option to reschedule a review time when you have submitted additional, required information. If the submittal requirements still are not met after the second completeness review is done, your project will be returned to you as ineligible for the Express Permits program.