



BUILDING SAFETY DEPARTMENT
www.ci.medford.or.us

CITY OF MEDFORD
LAUSMANN ANNEX
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RESIDENTIAL EXPRESS PERMIT REQUIREMENTS

Please read and mark all boxes to confirm you have met all requirements for express permit review.

- The person authorized by the owner to make modifications to the plans / design must be available by phone.
- Provide two sets of drawings drawn to scale.

A site plan is required for all permits. The site plan must include: (see Planning)

- Full dimensions, including lot size
- Easements & setbacks
- Structures (with dimensions)
- Driveways & public improvements (sidewalks, roads)
- Scale and north arrow
- For additions, the exact location and dimensions must be shown

If applicable, include: (see Building)

- Floor plan
- Elevations & cross section
- Beam & header calculations
- Truss layout and calculations
- Contractor & sub-contractors must be listed on the project before permit issuance.
- Must be ready to pay for permits the same day review is completed.

THE FOLLOWING DOES NOT MEET RESIDENTIAL EXPRESS CRITERIA

- Properties located in the floodplain, riparian area or wetlands
- New construction, detached habitable space
- Additions over 400 sq.ft. and on a sloped lot
- New house and/or ADU construction
- Additions over 500 sq.ft.

Examples of qualifying express permits

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|-----------------------|--|--------------|
| *Pools | *Garage conversion | *Solar array |
| *Fences over 7' | *Retaining walls | *Decks |
| *Patio covers/porches | *Shed/storage/garages not to exceed 500 sq.ft. | |

*Single story additions not to exceed 500 sq.ft.