



RESIDENTIAL PERMIT APPLICATION

City of Medford

200 S. Ivy St. 2nd Floor, Medford, OR 97501

Phone (541) 774-2350, Fax (541) 618-1707

Website: medfordoregon.gov

E-mail: building@cityofmedford.org

JOB SITE INFORMATION AND LOCATION	
Job site address:	
City / State / ZIP:	
Suite / Bldg. / Apt. No.:	
Subdivision:	Lot No.:
Tax Map / Parcel No.:	School Dist.:
Is property in flood plain?	Is a soils report required?
Indicate one Additional Measure you will be using from Table N1101.1(2) from the 2021 ORSC	Check One number below <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8
Stick Frame? <input type="checkbox"/> Provide plan view design	Truss Design? <input type="checkbox"/> Provide Calcs.
TYPE OF WORK	
<input type="checkbox"/> New Construction	<input type="checkbox"/> Demolition
<input type="checkbox"/> Addition / Alteration / Replacement	<input type="checkbox"/> Other:
PROJECT NAME, DESCRIPTION OF WORK AND USE	
<input type="checkbox"/> PLANS – I do NOT want plans emailed to Builders Exchange/Pacific Survey.	
<input type="checkbox"/> PROPERTY OWNER	<input type="checkbox"/> TENANT
Name:	
Address:	
City / State / ZIP:	
Phone: ()	Fax: ()
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business Name:	
Contact Name:	
Address:	
City / State / ZIP:	
Phone: ()	Fax: ()
e-Mail:	
CONTRACTOR - SUBCONTRACTORS	
General Contractor:	Phone: CCB Lic. No.
Electrical Contractor:	Phone: CCB Lic. No.
Mechanical Contractor:	Phone: CCB Lic. No.
Plumbing Contractor:	Phone: CCB Lic. No.
Arch. / Engr.:	Phone:
Authorized Signature:	
Print Name:	Date:

Permit # _____

Date Rec'd _____ By _____

REVIEW ROUTING PROCESS	
<input type="checkbox"/> Building	By _____ Date _____
<input type="checkbox"/> Zoning / Site	By _____ Date _____
<input type="checkbox"/> Engineering	By _____ Date _____
<input type="checkbox"/>	By _____ Date _____
BUILDING PERMIT	
Temp. Power Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Fees Due:	
Date Ready:	Initials: Time Called:
REQUIRED DATA: 1- AND 2-FAMILY DWELLING	
Valuation: \$	
Number of Bedrooms:	
Number of Bathrooms:	
Number of Kitchens:	
Basement – Finished:	Unfinished:
Total Number of Floors:	
Existing Structures:	SFR sq. ft. Garage sq. ft. Other sq. ft.
New Dwelling Area: square feet	
Garage / Carport area: square feet	
Covered Porch Area: square feet	
Deck Area: square feet	
Other Structure Area: square feet	
UTILITIES	
<input type="checkbox"/> Electric	
<input type="checkbox"/> Gas	
OTHER	
Fire Sprinkler System <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Wildfire Hazard Zone	

PLEASE NOTE:

- This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.
- All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and required to have a City of Medford Business License under Medford City Ordinance 8.015.