



COMMERCIAL PERMIT APPLICATION

City of Medford

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

Phone (541) 774-2350

Internet address: www.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 geotechnical report required?
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: ()
Email Address:	
<input type="checkbox"/> APPLICANT	<input type="checkbox"/> CONTACT PERSON
Business Name:	
Contact Name:	
Address:	
City / State / ZIP:	
Phone: ()	Fax: ()
Email Address:	
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 Received _____
By _____

ENERGY COMPLIANCE PATH
2025 OEES
<input type="checkbox"/> Com-check form ASHRAE 90.1
<input type="checkbox"/> Oregon Energy Compliance Form
<input type="checkbox"/> Zero Code Calculator form
FORMS
<input type="checkbox"/> Accessibility Compliance Form
<input type="checkbox"/> Deferred Submittal Form
<input type="checkbox"/> Existing Building Supplemental Permit Form
<input type="checkbox"/> High Piled Storage Form
<input type="checkbox"/> Owner Authorization
<input type="checkbox"/> Phased Permit Form
<input type="checkbox"/> Special Inspection Agreement Form
<input type="checkbox"/> Tenant / Property Use Form A or B
TYPE OF CONSTRUCTION
<input type="checkbox"/> VB <input type="checkbox"/> VA <input type="checkbox"/> IV <input type="checkbox"/> IIIB <input type="checkbox"/> IIIA
<input type="checkbox"/> IIB <input type="checkbox"/> IIA <input type="checkbox"/> IB <input type="checkbox"/> IA
REQUIRED DATA: COMMERCIAL-USE CHECKLIST
Valuation: Mech. \$ Bldg. \$ (includes Mechanical) Med Gas. \$
Existing Building Area: square feet
Added Building Area: square feet
Mezzanine Area: Basement Area:
Number of Stories:
Sprinkler Syst: <input type="checkbox"/> Yes <input type="checkbox"/> No Alarm: <input type="checkbox"/> Yes <input type="checkbox"/> No
Occupancy Type: Existing: New:
Occupancy Load: Existing: New:

R105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing unless such application has been pursued in good faith or a permit has been issued.

ADMIN/WEBSITE/OPENCITIES/WEBSITE FORMS/COMMERCIAL PERMITS/
COMMERCIAL PERMIT APP
REV 8/2025