



BUILDING SAFETY DEPARTMENT  
www.medfordoregon.gov

CITY OF MEDFORD  
LAUSMANN ANNEX  
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## **RESIDENTIAL EXPRESS PERMIT REQUIREMENTS**

Rev 4/2024

**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.
- Email to [building@cityofmedford.org](mailto:building@cityofmedford.org) a completed application along with the drawings and supporting documentation to scale prior to 2 p.m. Wednesday. Emails received after 2 p.m. may be processed the following Wednesday.

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

- Full dimensions, including lot size, scale and north arrow
- Easements & setbacks
- Structures (with dimensions)
- Driveways & public improvements (sidewalks, roads)
- 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 house and/or ADU construction
- Any addition over 500 sq.ft.
- Foster care facilities

### **Examples of qualifying express permits**

- |                       |                       |                     |
|-----------------------|-----------------------|---------------------|
| *Pools                | *Garage conversion    | *Additions          |
| *Fences over 7'       | *Retaining walls      | *Decks              |
| *Patio covers/porches | *Shed/storage/garages | *Decks/Patio Covers |