



BUILDING SAFETY DEPARTMENT
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COMMERCIAL EXPRESS REVIEW GUIDELINES

Rev. 4/2024

In an effort to expedite the issuance of building permits for relatively small projects, a process has been developed to issue building permits that fall within certain guidelines in a shorter timeframe than the standard review process.

COMMERCIAL GUIDELINES:

1. If the square footage of the entire building is over 4000 sq. ft., an architect or engineer will need to draw the plans.
2. Pre-authorization from the Building, Planning, & Engineering Departments required for change of use & new tenant applications.
3. Drawings need to clearly illustrate the scope of work proposed and be drawn to scale – helpful if includes narrative on the plans. Project plans not to exceed 10 plan pages without prior Building Department approval.
4. Marijuana associated permits that are not processing, or extraction must have preauthorization from Planning.
5. If this is a revision to an issued ProjectDox permit the above qualifications will need to be met.
6. Applicant must be willing to waive any potential Sanitary Sewer SDC credits when removing or relocating plumbing fixtures. (Owner signature required to waive plumbing credits.)
7. Applicant needs to be willing to pay for the permits when the review is completed.
8. Contractor and sub-contractors will need to be listed on permits before permits will be issued.

THE FOLLOWING DOES NOT MEET COMMERCIAL EXPRESS CRITERIA

- Adding square footage to an existing building or constructing a new building
- Site excavation with plumbing
- Properties located in a floodplain, historic (exterior modifications), the riparian, slopes or wetlands
- Permits associated with marijuana extraction and processing
- Permits associated with psilocybin
- Buildings less than 3 years old from the date of the C of O

EXAMPLES THAT MAY QUALIFY FOR EXPRESS PERMITS

1. Tenant improvement (remodel) in an existing suite/space or in an existing building which could include; adding plumbing fixtures, moving a wall, door, etc. within the above qualifying guidelines.
2. Awnings, open canopies, carports over paved areas (prior authorization required, may need engineered plans).
3. Solar array mounted on existing structures.
4. Foundation only permits already in ProjectDox without prior Planning Department approval on new construction for permits that have been in the system for 10 days.
5. Facade improvements and/or retaining walls.
6. Fences over 7ft (not electric).