



Commercial Building Permit Site Plan Checklist

Marion County Public Works – Building Inspection
5155 Silverton Rd NE - Salem OR 97305
PO Box 14500 - Salem OR 97309

Phone: (503) 588-5147 Fax: (503) 588-7948
Email: Building@co.marion.or.us

-
- 1. **NORTH ARROW**
 - 2. **SCALE OF DRAWING** – The site plan must be drawn to scale, indicate scale used.
 - 3. **LOCATION OF ADJACENT STREETS AND NAMES.**
 - 4. **ALL PROPERTY LINES AND DIMENSIONS** – Actual and assumed property lines.
 - 5. **DRIVEWAYS** – Access, width and location, show and label existing and proposed.
 - 6. **EXISTING AND PROPOSED STRUCTURES** – This shall include canopies, awnings, covered walkways, decks, loading docks, etc. -- label as existing and proposed. Include dimensions and distance to all property lines and other structures.
 - 7. **UTILITY LINES AND EASEMENTS.**
 - 8. **GEOGRAPHIC FEATURES** – ground slope and direction of slope, escarpments, streams, ponds, flood plains, or other drainage ways.
 - 9. **WELLS** – draw a 100 ft. radius around all existing and proposed wells on this parcel and wells on adjacent parcels within 100 feet.
 - 10. **FENCES, RETAINING WALLS** – location of existing and/or proposed.
 - 11. **PARTITIONING** (if applicable) – shown by dotted lines, with parcels labeled as “Parcel 1”, “Parcel 2”, etc.
 - 12. **SEPTIC SYSTEM and REPLACEMENT AREA** – existing and proposed. Show existing septic tank, drain field lines and distance from structure(s).
 - 13. **CUTS/FILLS** – show existing and proposed.
 - 14. Site specific **geological hazards**
 - 15. **LANDSCAPING** - existing and proposed landscape areas.
 - 16. **PARKING** – Lot configuration; number and location or standard, compact and accessible parking spots.
 - 17. **ACCESSIBLE ROUTE** - to public way and site accessibility.
 - 18. **FIRE DEPARTMENT ACCESS** and location of **FIRE HYDRANTS**, and Fire Dept. Connections.
 - 19. **ELEVATIONS** – at lot corners or construction area and at corners of building site.
 - 20. **FLOODPLAIN** – if applicable show the boundary of the 100 year floodplain.

Three (3) Copies of the Site Plan must be submitted with the Permit Application