



## CITY OF MEDFORD BUILDING SAFETY DEPARTMENT

### A GUIDE FOR SUBMITTING PLANS FOR SHEDS AND SIMILAR TYPES OF SMALL BUILDINGS

This pamphlet provides guidelines for contractors and homeowners constructing a residential shed that if followed, will make plan submittal and permit issuance a more streamline process. Listed below are the type of permit that may be required depending upon the complexity of the project:

- A **building permit** is required for the construction of the structural elements of the shed.
- An electrical permit is required for all electrical installations.
- A mechanical permit is required for installations of all elements and appliances associated with heating and air conditioning.
- A plumbing permit is required for the installation of all elements and appliances associated with plumbing.

### WHERE TO APPLY FOR PERMITS

Apply for permits at the Building Safety Department located in the Lausmann Annex, room 277, 200 South Ivy Street, Medford, OR 97501. Office hours are Monday through Friday, 7:30 a.m. to 5:00 p.m., telephone 541-774-2350.

### WHAT TO BRING FOR THE PERMIT APPLICATION

Three copies of the shed drawings must be submitted in ink or equal on sheets **no smaller than 18" x 24"**. All structural and architectural elements must be completely detailed and included on a comprehensive set of plans. The drawings must be to scale showing all dimensions. The minimum acceptable scale is 1/8 inch = 1 foot and the following information must be included, if applicable.

- **Plot Plan**
- **Floor Plan** show dimensions, header sizes, electrical outlets, lighting, etc,
- **Elevations** (front, sides and rear) indicating windows and door dimensions
- **Foundation Detail & Wall Section**
- **Truss Detail** (if truss roof) with engineers seal on each truss design

**Note: If you are building a shed under 200 square feet and it is less than 10' in height a foundation is not required and a plot plan is the only plan needed.**

**SEE THE ATTACHED DETAIL AND INFORMATION**

**WHEN AND WHERE TO CALL FOR INSPECTIONS**

It is the responsibility of the permit holder or the permit holder's representative to notify the City of Medford Building Safety Department when the stages of construction are reached that require inspections. The automated inspection request telephone number is 541-774-2350. This number can be reached 24 hours a day, 7 days a week. Inspection requests may also be made online at <http://egov.ci.medford.or.us/Click2GovBP/index.jsp>.

**TYPICAL REQUIRED INSPECTIONS**

- **FOUNDATION INSPECTION** (before concrete is placed)
  
- **FRAME INSPECTION**  
**ROUGH ELECTRICAL WIRE INSPECTION**
  
- **FINAL BUILDING**  
**FINAL ELECTRICAL**

If plumbing and mechanical permits have been issued, call for the appropriate inspections before covering.