



COMMERCIAL PERMIT APPLICATION

City of Medford

200 S. Ivy St. 2nd Floor, Medford, OR 97501
 Phone (541) 774-2350, Fax (541) 618-1707
 Internet address: www.ci.medford.or.us
 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?
Truss Design? <input type="checkbox"/>	Provide Calculations <input type="checkbox"/>
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	
2019 OZERCC	
<input type="checkbox"/> Com-check form ASHRAE 90.1	
<input type="checkbox"/> Oregon Zero Energy Ready Compliance Form	
<input type="checkbox"/> Zero Code Calculator form	
2018 IECC (SAM)	
<input type="checkbox"/> Com-check form 2018 IECC	
FORMS	
<input type="checkbox"/> Existing Building Supplemental Permit form	
<input type="checkbox"/> Deferred Submittal form	
<input type="checkbox"/> Phased Permit form	
<input type="checkbox"/> Owner Authorization	
<input type="checkbox"/> Tenant Improvement	
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: Bldg. \$ Mech. \$ (includes Mechanical)	
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	
Occupancy classification: Existing: New:	Occupancy Load: Existing: New:

PLEASE NOTE:

- This permit application expires if a permit is not obtained within 180 days after it has been accepted as complete.
- All contractors and subcontractors are required to be licensed with the Oregon Construction Contractors Board under ORS 701 and required to have a City of Medford Business License under Medford City Ordinance 8.015.
- Letter of Authorization from owner is required for all Commercial Building Permit Applications