



Submittal Guidelines: Garage, Shop, Shed & Similar Types of Small Buildings

This provides guidelines for contractors and homeowners that will make plan submittal and permit issuance a more streamlined process. Listed below are the types of permits 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.

HOW TO APPLY FOR PERMITS

Apply for permits at the Building Safety Department. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m., or go on-line at www.ci.medford.or.us. You will find the link to the application request forms on the right hand side of the screen. Once you have completed the application, save it to your desktop before emailing it to the Building Department at building@cityofmedford.org. If you have any questions, please contact us at (541) 774-2350.

ITEMS NEEDED FOR THE PERMIT APPLICATION

- Site plan
- If conditioned space show energy path per N1101 ORSC.
- Floor plan. Show dimensions, note use of space, floor joist and header sizes.
- Elevations (front, sides and rear) Indicate window and door dimensions.
- Foundation Detail & Wall Section
- Roof Plan or Truss Plan and Calculations. Calculations must have an engineer's seal on each truss design. Plans shall show roof to wall connections.
- See table 302.1 ORSC for fire separation setback requirements

SEE THE ATTACHED DETAIL AND INFORMATION

Completed applications must be submitted first. Once we have processed this, you will receive a link from our ProjectDox program that will allow you to upload your drawings and supporting documentation. Format drawing to 11" x 17" or 22" x 34". 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.

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, Option 1 (to leave a voicemail) or Option * to access the automated Integrated Voice Response system (IVR). This number can be reached 24 hours a day, 7 days a week. Inspection requests may also be made online at <https://medf-egov.aspgov.com/BP/index.html>. Inspection results can also be found on the IVR and online systems.

TYPICAL REQUIRED INSPECTIONS

- FOUNDATION INSPECTION (before concrete is poured)
- FRAME INSPECTION
- INSULATION INSPECTION (where applicable)
- ROUGH ELECTRICAL WIRE INSPECTION
- FINAL BUILDING INSPECTION
- FINAL ELECTRICAL INSPECTION

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