



BUILDING SAFETY DEPARTMENT
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COMMERCIAL EXPRESS REVIEW GUIDELINES

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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, at the counter or in a shorter time-frame than the electronic review process.

COMMERCIAL GUIDELINES:

1. Adding square footage to an existing building or constructing a new building does not qualify for an Express Permit.
2. Site excavation work with plumbing does not qualify for an Express Permit.
3. Properties located in a floodplain, the riparian, slopes or wetlands do not qualify.
4. If the square footage of the entire building is over 4000 sq. ft., an architect or engineer will need to draw the plans.
5. Pre-authorization from the Building, Planning, & Engineering Departments required for change of use & new tenant applications.
6. Drawings need to clearly illustrate the scope of work proposed – helpful if includes narrative on the plans.
7. Permits associated with marijuana extraction and processing do not qualify for Express Permits.
8. Marijuana associated permits that are not processing or extraction must have pre authorization from Planning.
9. If the building is less than 3 years old from the date of the C of O, it does not qualify for an Express Permit.
10. If this is a revision to an issued ProjectDox permit the above qualifications will need to be met.
11. 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.)
12. Applicant needs to be willing to stay in the Development Services lobby until review is completed.
13. Applicant needs to be willing to pay for the permits when the review is completed.
14. Contractor and sub-contractors will need to be listed on permits before permits will be issued.

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
6. Swimming Pools
7. Retaining Walls