

Permit Application Requirements

Residential Structures

This policy will apply to residential structures in the City of Salem.

The following checklist shows site plan requirements and reviews needed by project type. These requirements apply only to site or building plans needed to determine compliance with the Building Code. Site plans and review requirements to determine compliance with zoning ordinances are required in most cases.

	Site plan required	Building plans required	Comment
One and Two Family Residence – New construction	X	X	Include wall bracing details and energy certificate
Modular Homes	X	X	Must have Virginia Industrialized Building Safety Regulations Seal
Additions	X	X	Includes attached sunrooms, garages and carports
Interior renovations or remodeling		X	
Detached structure not exceeding 256 square feet	X		
Detached structure exceeding 256 square feet	X	X	Will require a to scale basic development plan and signed affidavit (unless stamped by RDP)
Detached structure exceeding 256 square feet and within 5 feet of primary structure.	X	1 hour rated exterior wall	Will require a scaled basic development plan and signed affidavit (unless stamped by RDP)
Swimming pool	X	X	See pool requirements on website
Retaining Walls (2 feet to 4 feet)	X		
Retaining Walls (greater than 4 feet to 6 feet)	X	X	Building plans required, but engineered stamp is not required (licensed contractors not exempt)
Retaining Walls (greater than 6 feet to 10 feet)	X	X	Building plans must be stamped by a VA design professional
Retaining Walls (greater than 10 feet)	X	X	Building plans must be stamped by a VA design professional and require special inspections

Date: June 2019