



Help Desk Email:
Oregon.ePermitting@Oregon.gov

Help Desk Phone:
503-373-7396 (located in Salem)
1-800-442-7457

How to purchase an online permit through ePermitting as a homeowner

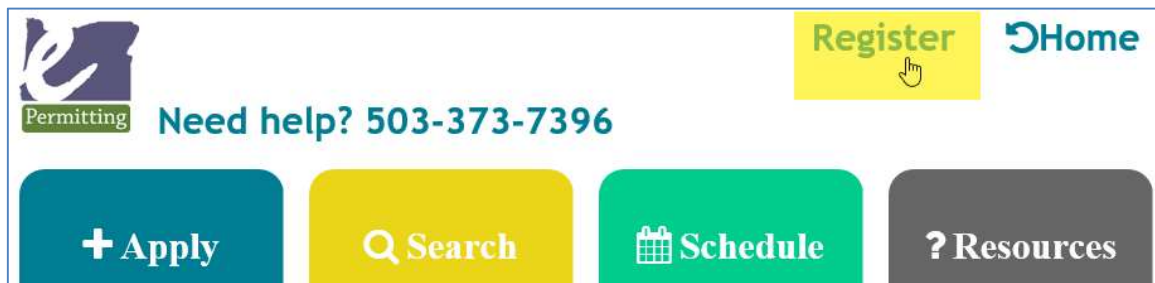
Visit BuildingPermits.Oregon.gov

Step 1 - Register and create an account.

This is required to apply for permits online.

How to register

1. Click on the “**Register Now**” button or at the top of the website.

A screenshot of the ePermitting website's login and registration page. The top navigation bar includes 'Home', 'Building', 'Planning', 'Licensing', 'Onsite/Septic', and 'Public Works'. Below the navigation is an 'Advanced Search' dropdown. The main content area is titled 'Please Login' and contains instructions for existing users and new users. A 'Register Now' button is highlighted with a black arrow. To the right is a 'Login' section with input fields for 'User Name or E-mail' and 'Password', and a 'Login >' button. At the bottom of the login section are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'.

2. Read and agree to the terms and conditions by clicking the checkbox, then click on the “**Continue Registration**” button.

Account Registration

To register for an ePermitting account, please provide the following:

- A user name and password
- Personal and contact information
- License information where applicable

You must also review and accept the terms below.

ONLINE PURCHASING TERMS AND CONDITIONS

There are various legal requirements for homeowners doing work on their own residences, including that an “owner” shall be a natural person and not a business entity such as a corporation or partnership. For many types of work, the property must be owned by the person doing the work, or a member of the person’s immediate family, and the property must not be intended for sale, exchange, lease or rent. By accepting the terms and conditions, you are agreeing to abide by all applicable laws including but not limited to the specific laws governing homeowner installations: ORS 701.010 (structural and

I have read and agree to the terms and conditions above.

Continue Registration »

3. Enter your account information, then under Billing Information click the “**Add New**” button. **Note:** the red asterisks indicate required fields. If you are unsure what to enter into a field, click on the question mark field for more information.

Account Registration
My Account Information

* indicates a required field.

Login Information

* User Name: ?

* E-mail Address:

* Password: ?

* Re-type Password:

* Enter Security Question: ?

* Answer: ?

Billing Information

Choose how to fill in your contact information.

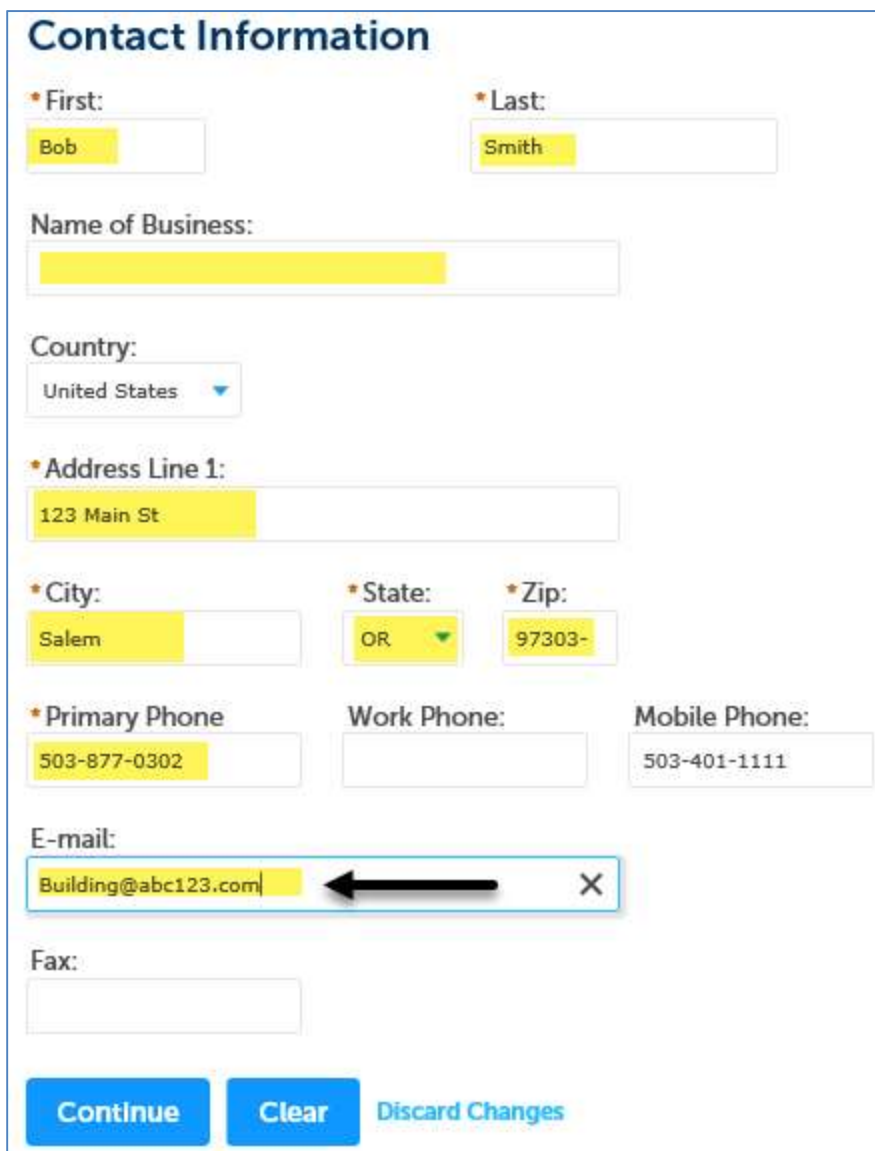
Add New ←

- Next select contact type of Owner and click “**Continue**” button.



The screenshot shows a form titled "Select Contact Type". It features a dropdown menu labeled "*Type:" with "Owner" selected. Below the dropdown are two buttons: "Continue" and "Discard Changes". A black arrow points from the "Continue" button towards the "Discard Changes" button.

- Enter all of the billing/permit contact information you want to have associated to the account, then click the “**Continue**” button. **Note:** adding your email to your account is very important for communicating throughout the process with the local jurisdiction, although not required.



The screenshot shows a form titled "Contact Information". It contains several input fields and a dropdown menu, all with yellow highlights. The fields are: "* First:" (Bob), "* Last:" (Smith), "Name of Business:" (empty), "Country:" (United States), "* Address Line 1:" (123 Main St), "* City:" (Salem), "* State:" (OR), "* Zip:" (97303-), "* Primary Phone" (503-877-0302), "Work Phone:" (empty), "Mobile Phone:" (503-401-1111), "E-mail:" (Building@abc123.com), and "Fax:" (empty). At the bottom are three buttons: "Continue", "Clear", and "Discard Changes". A black arrow points to the "E-mail:" field.

6. Review the information you entered, make any changes needed, then click the “Continue” button.

Account Registration

My Account Information

Login Information

* User Name: ?
yournamehere

* E-mail Address:
building@abc123.com

* Password: ?
.....

* Re-type Password:
.....

* Enter Security Question: ?
What state were you born in?

* Answer: ?
Oregon

Billing Information

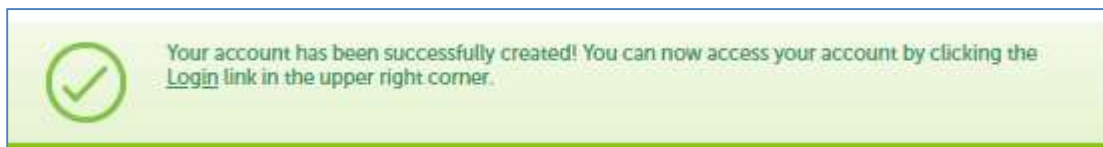
Choose how to fill in your contact information.

✔ **Contact added successfully.**

Jane Doe
Home phone:503-877-0302
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Continue » ←

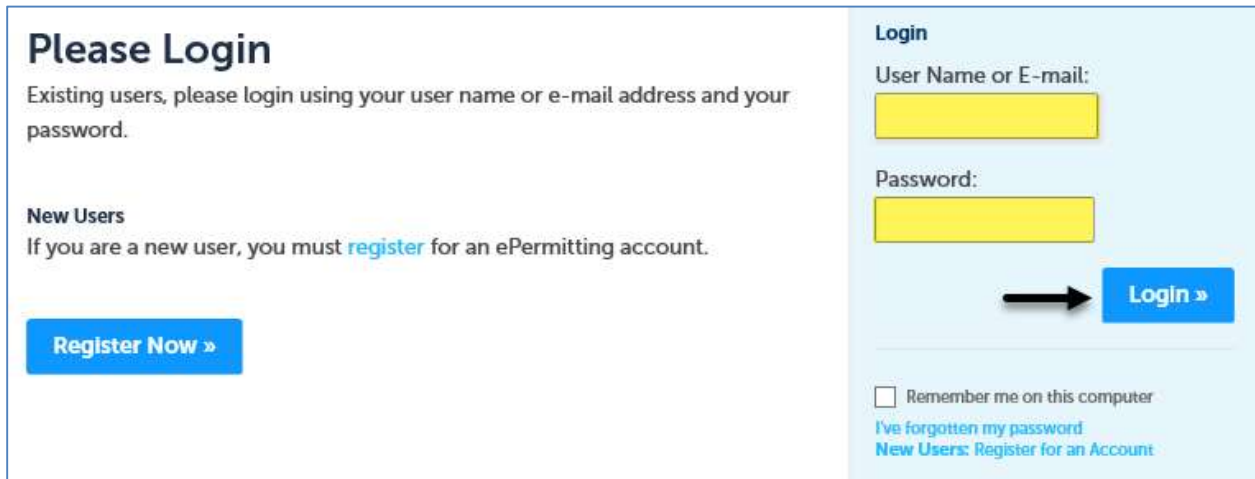
7. Now you are registered!



Next, to apply for permits, you need to add the **Homeowner “license(s)”** to your account, see next section for details.

How to add licenses to your registered account

1. Log into your account, enter your User Name or E-mail and Password, then click the “**Login**” button.



Please Login

Existing users, please login using your user name or e-mail address and your password.

New Users
If you are a new user, you must [register](#) for an ePermitting account.

[Register Now >](#)

Login

User Name or E-mail:

Password:

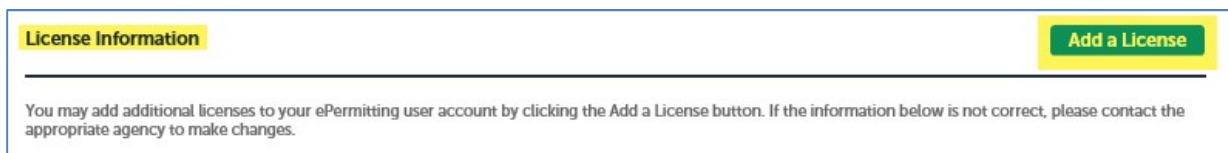
Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

[Login >](#)

2. Click on “**Account Management**”:



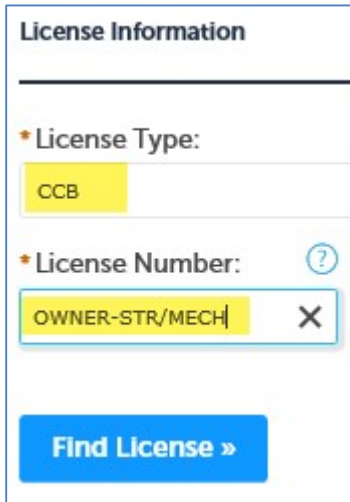
3. Click “**Add a License**,” then scroll midway down the web page to the License Information section.



4. Select “**License Type**” from the dropdown menu, enter license number, and click “Find License”. See instructions below.

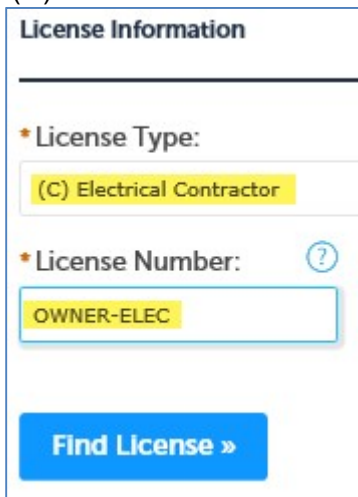
There are three homeowner licenses available to attach to your registered account – enter them exactly as shown.

- a. CCB for structural and mechanical work



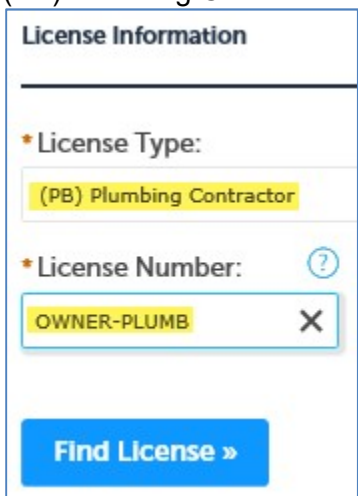
The screenshot shows a form titled "License Information". It has two main sections. The first section is labeled "* License Type:" and contains a dropdown menu with "CCB" selected. The second section is labeled "* License Number:" and contains a text input field with "OWNER-STR/MECH" entered. There is a question mark icon to the right of the label and a clear button (X) to the right of the input field. At the bottom of the form is a blue button labeled "Find License »".

- b. (C) Electrical Contractor for electrical work



The screenshot shows a form titled "License Information". It has two main sections. The first section is labeled "* License Type:" and contains a dropdown menu with "(C) Electrical Contractor" selected. The second section is labeled "* License Number:" and contains a text input field with "OWNER-ELEC" entered. There is a question mark icon to the right of the label. At the bottom of the form is a blue button labeled "Find License »".

- c. (PB) Plumbing Contractor for plumbing work



The screenshot shows a form titled "License Information". It has two main sections. The first section is labeled "* License Type:" and contains a dropdown menu with "(PB) Plumbing Contractor" selected. The second section is labeled "* License Number:" and contains a text input field with "OWNER-PLUMB" entered. There is a question mark icon to the right of the label and a clear button (X) to the right of the input field. At the bottom of the form is a blue button labeled "Find License »".

5. Click on “**Connect**” to attach the applicable license to your account:

License Number	Type	Name	Business Name	Action
OWNER-ELEC	(C) Electrical Contractor		OWNER ELECTRICAL LICENSE	Connect

Search Again >

6. Click “**OK**” in the pop-up box, Message from webpage. **Note:** You will only have to attach these license(s) one time to your registered account for ongoing use.

License Number	Type	Name	Business Name	Action
OWNER-ELEC	(C) Electrical Contractor		OWNER	

Search Again >

Message from webpage

Do you want to associate this license to your account?

OK Cancel

License Information Add a License

You may add additional licenses to your ePermitting user account by clicking the Add a License button. If the information below is not correct, please contact the appropriate agency to make changes.

Showing 1-3 of 3 | [Download results](#)

Action	State License #	License Type	Expired Date
Actions ▼	OWNER-ELEC	(C) Electrical Contractor	03/18/2021
Actions ▼	OWNER-PLUMB	(PB) Plumbing Contractor	03/18/2021
Actions ▼	OWNER-STR/MECH	CCB	03/19/2021

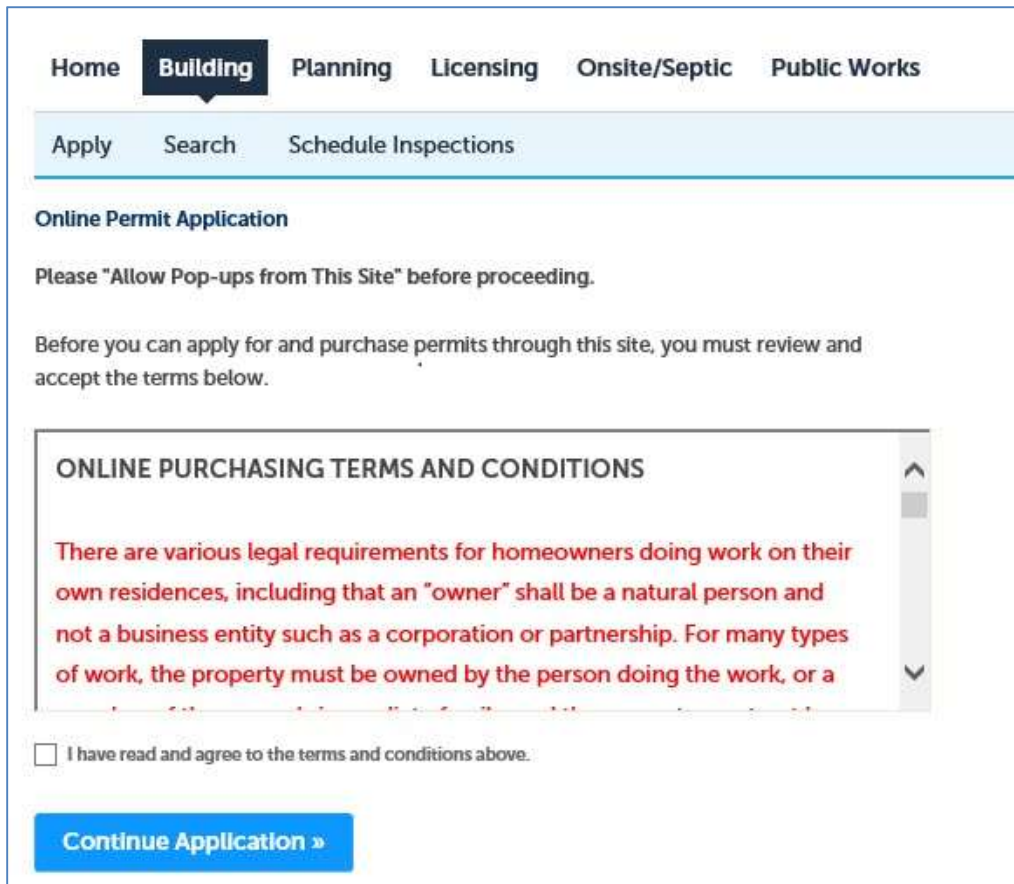
Now you have added a license to your account!
You can add additional homeowner licenses by repeating the **Add a License** process.

How to search for an address to apply for a permit

1. First, make sure you are logged in to your registered account in order to apply for a permit. Once logged in, hover your mouse over the large blue Apply box across the top of the website, then click on, **“Building Dept Application.”**



2. Read and agree to the terms and conditions by clicking the checkbox, then click on the **“Continue Application”** button.

A screenshot of a web page titled 'Online Permit Application'. At the top, there is a navigation bar with 'Home', 'Building', 'Planning', 'Licensing', 'Onsite/Septic', and 'Public Works'. Below this is a secondary navigation bar with 'Apply', 'Search', and 'Schedule Inspections'. The main content area is titled 'Online Permit Application' and contains the following text: 'Please "Allow Pop-ups from This Site" before proceeding.' and 'Before you can apply for and purchase permits through this site, you must review and accept the terms below.' Below this text is a scrollable box titled 'ONLINE PURCHASING TERMS AND CONDITIONS'. The text inside the box reads: 'There are various legal requirements for homeowners doing work on their own residences, including that an "owner" shall be a natural person and not a business entity such as a corporation or partnership. For many types of work, the property must be owned by the person doing the work, or a...'. Below the scrollable box is a checkbox with the text 'I have read and agree to the terms and conditions above.' and a blue button labeled 'Continue Application »'.

- Enter the Work Site Location. For best results enter information into ONLY the two fields highlighted in green below, **Street No.** (number) and the first three characters of the **Street Name**, leaving all the other fields blank, then click on the “**Search**” button. **Note:** if you are not able to find the address or if the address is new please contact the building department for where you are pulling the permit (issuing jurisdiction) - for contact information visit the [Local building department directory](#).

FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number and a portion of the street name.
For example, enter 1234 pin instead of 1234 Pine St, Canby.

*Street No.: Direction: --Select-- *Street Name: Post Dir.: --Select-- Unit No.:

City:

- Verify that the address you searched for is now displayed, if there are multiple addresses, click the “Select” link next to the address you want to use for your application, then click on the issuing jurisdiction name, and finally click in the checkbox to select the type of permit you are wanting to pull. **Note:** if you need to apply for multiple permit types you MUST apply for each one separately. - **only select one item from the list.**

*Street No.: Direction: --Select-- *Street Name: Post Dir.: --Select-- Unit No.:

City:

If multiple versions of the address that you are searching for appear below, select one. If that address does not work, try selecting each version of your address until you find the permit type that you are looking for. If an address does not work, a blue error box will appear below with more suggestions.(1 items):
 Showing 1-1 of 1

Action	Address	Description	City	State	Zip	Parcel	Owner
Select	1131 NW DOGWOOD AVE, REDMOND DESCHUTES OR 97756, 1131 NW DOGWOOD AVE REDMOND, OR 97756, 1131 NW DOGWOOD AVE REDMOND, OR 97756		REDMOND	OR	97756	151309CD01000	HOOVER,STEPHEN E & PATRICIA J

Jurisdiction Issuing Permit:

Select the application type below. If you do not see the selection you want or if no selections are available, please contact the applicable city or county. You may use the Local Building Department Directory to assist you. (14 services found):

Deschutes County

Redmond

- RV Park or Manufactured Home Park Area Development Plan
- Residential - Structural
- Residential - Plumbing
- Residential - Mechanical
- Residential - Manufactured Dwelling Placement
- Residential - Electrical
- Residential - 1 & 2 Family Dwelling (Combination Permit for New Construction Only)
- Driveway
- Commercial - Structural
- Commercial - Plumbing
- Commercial - Mechanical
- Commercial - Electrical
- Commercial - Alarm or Suppression Systems

←

Once, you begin your application, if you any have questions about which services or fixtures you need to select for your project, or what documents you need to upload as attachments, please contact the building department for where you are pulling your permit.