



**Help Desk Email:**  
[Oregon.ePermitting@Oregon.gov](mailto: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](http://BuildingPermits.Oregon.gov)

### Step 1 - Register and create an account.

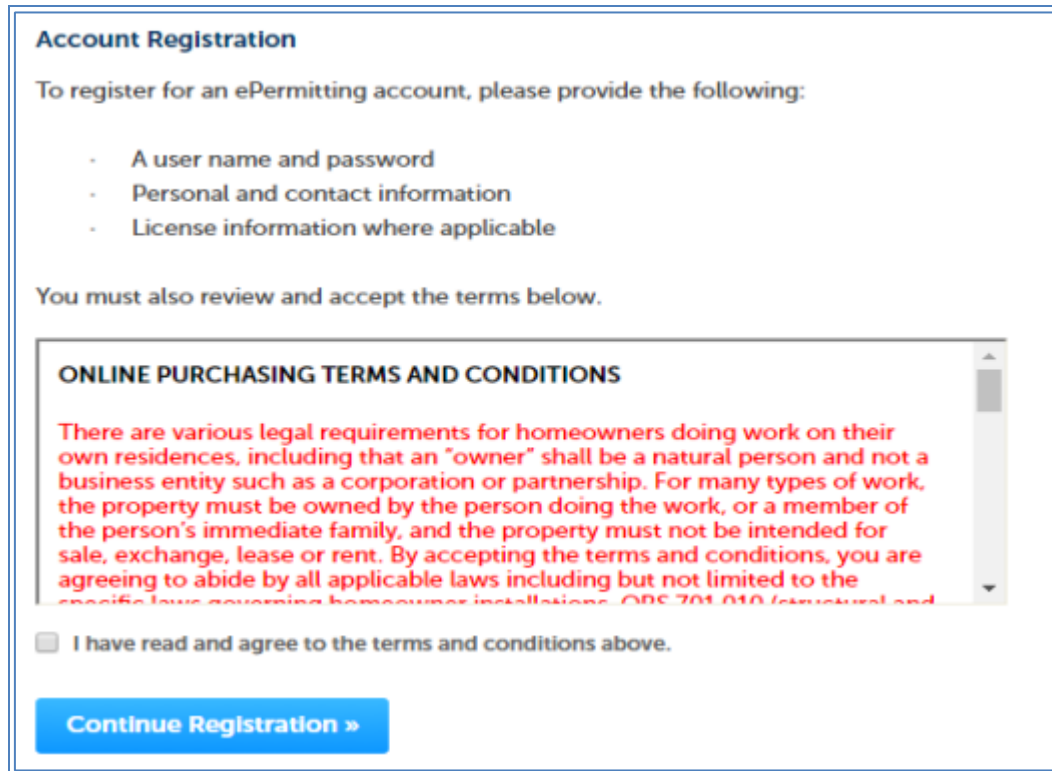
This is required to apply for permits online.

#### 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 page. The page has a navigation bar with links: Home, Building, Planning, Licensing, Onsite/Septic, and Public Works. Below the navigation bar is an 'Advanced Search' dropdown. The main content area is titled 'Please Login' and includes instructions for existing users. To the right is a login form with fields for 'User Name or E-mail' and 'Password', and a 'Login »' button. Below the login form are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. On the left side of the main content area, there is a 'New Users' section with the text 'If you are a new user, you must register for an ePermitting account.' and a blue 'Register Now »' button. A black arrow points to the 'Register Now »' button.A screenshot of the ePermitting website's homepage. The page features the ePermitting logo on the left, a phone number 'Need help? 503-373-7396' in the center, and a 'Register' button with a hand cursor icon on the right. Below these elements is a row of four large buttons: '+ Apply' (blue), 'Q Search' (yellow), 'Schedule' (green), and '? Resources' (grey).

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, OBC 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** ←

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

Select Contact Type

\* Type:

**Continue** ← Discard Changes

5. 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.

## Contact Information

\*First:

Bob

\*Last:

Smith

Name of Business:

Country:

United States ▼

\*Address Line 1:

123 Main St

\*City:

Salem

\*State:

OR ▼

\*Zip:

97303-

\*Primary Phone

503-877-0302

Work Phone:

Mobile Phone:

503-401-1111

E-mail:

Building@abc123.com



Fax:

Continue

Clear

Discard Changes

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!

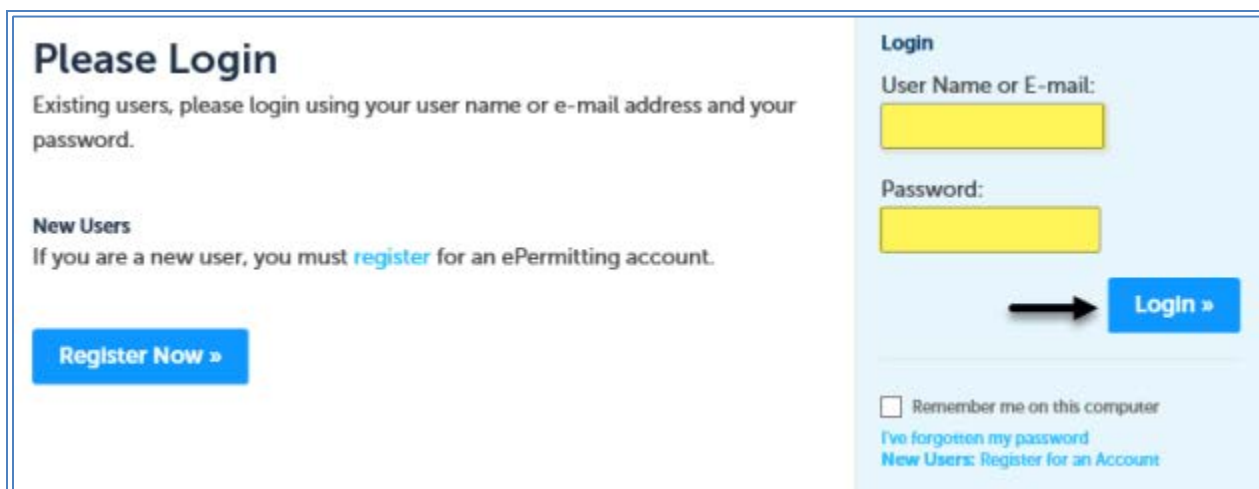


Your account has been successfully created! You can now access your account by clicking the [Login](#) link in the upper right corner.

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.

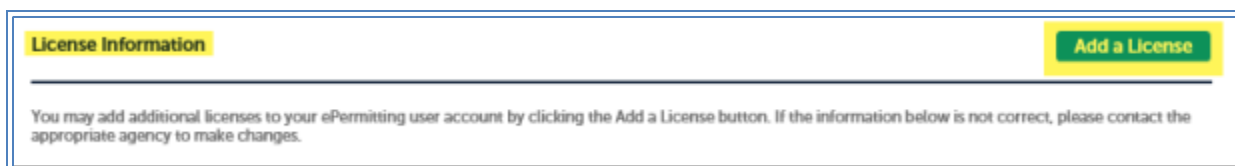


The screenshot shows a login page with the heading "Please Login". Below the heading, it says "Existing users, please login using your user name or e-mail address and your password." There is a "Register Now »" button. On the right, there is a "Login" section with input fields for "User Name or E-mail:" and "Password:". Below these fields is a "Login »" button with a black arrow pointing to it. At the bottom right, there is a checkbox for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account".

2. Click on “**Account Management**”:



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

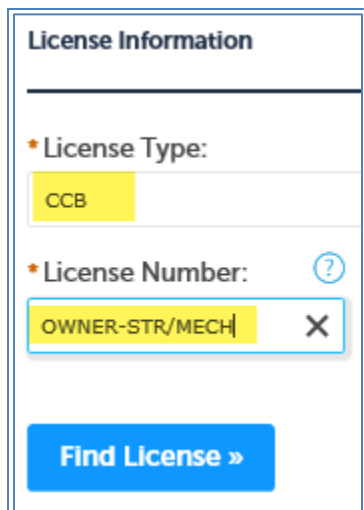


The screenshot shows the "License Information" section. At the top right, there is a yellow button labeled "Add a License". Below the button, there is a horizontal line and a paragraph of text: "You may add additional licenses to your ePermitting user account by clicking the Add a License button. If the information below is not correct, please contact the appropriate agency to make changes."

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

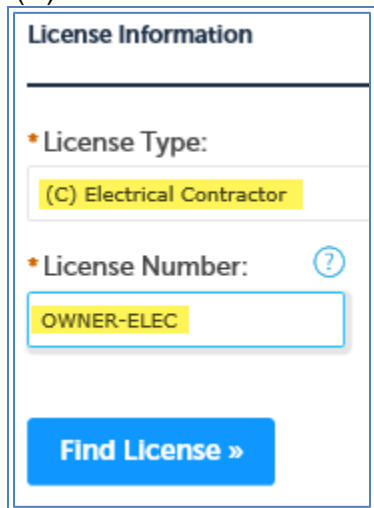
There are three homeowner licenses available to attach to your registered account – enter them exactly as shown.

- a. CCB for structural and mechanical work



The screenshot shows a form titled "License Information". It has two main input fields. The first is labeled "\* License Type:" and has a dropdown menu with "CCB" selected. The second is labeled "\* License Number:" and has a text input field containing "OWNER-STR/MECH" and a clear button (X). Below these fields 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 input fields. The first is labeled "\* License Type:" and has a dropdown menu with "(C) Electrical Contractor" selected. The second is labeled "\* License Number:" and has a text input field containing "OWNER-ELEC". Below these fields is a blue button labeled "Find License »".

- c. (PB) Plumbing Contractor for plumbing work



License Information

\* License Type:

(PB) Plumbing Contractor

\* License Number: ?

OWNER-PLUMB X

Find License »

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

Showing 1-1 of 1

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

Search Again »

- 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.

Showing 1-1 of 1

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.

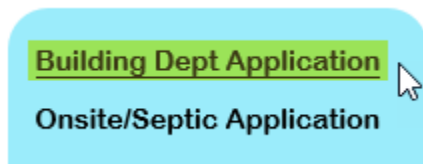
Showing 1-3 of 3 | [Download results](#)

Action	State License #	License Type	Expired Date
<a href="#">Actions</a> ▼	OWNER-ELEC	(C) Electrical Contractor	03/18/2021
<a href="#">Actions</a> ▼	OWNER-PLUMB	(PB) Plumbing Contractor	03/18/2021
<a href="#">Actions</a> ▼	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 the 'Online Permit Application' page. At the top is a navigation bar with links: Home, Building (selected), Planning, Licensing, Onsite/Septic, and Public Works. Below this is a sub-navigation bar with links: Apply, Search, and Schedule Inspections. The main content area is titled 'Online Permit Application' and includes the 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, in red, states: '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 »'.

3. 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:

4. 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
<a href="#">Select</a>	1131 NW DOGWOOD AVE, REDMOND, 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.