

How to purchase an online permit through ePermitting as a homeowner

Visit BuildingPermits.Oregon.gov

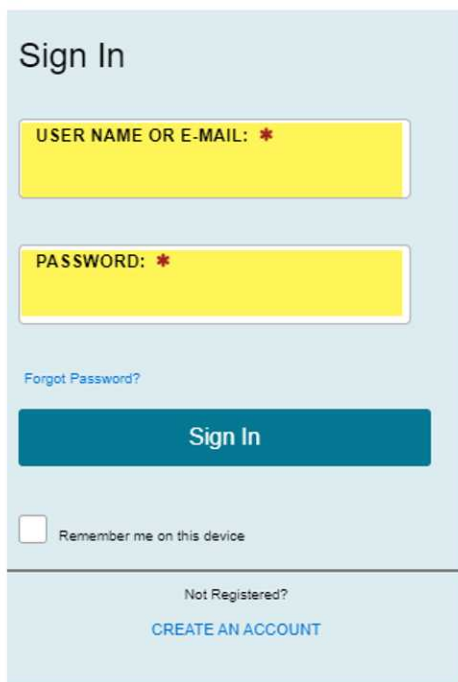
Not all Jurisdiction allow Homeowners to apply online. Please contact the jurisdiction before applying.

**** Note: If you have not already registered for an account, skip to page 7 of this document.**

To apply for permits, you need to add the **Homeowner “license(s)”** to your account.

How to add licenses to your registered account

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



2. Click on **“Account Management”** or **“My Account.”**



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3. Scroll midway down the web page to the License Information section and then Click “Add a License.”

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.

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. License number: **OWNER-STR/MECH**

* License Type: * License Number:

Find License »

- b. **(C) Electrical Contractor** for electrical work. License number: **OWNER-ELEC**

* License Type: * License Number:

Find License »

- c. **(PB) Plumbing Contractor** for plumbing work. License number: **OWNER-PLUMB**

* License Type: * License Number:

Find License »

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5. Click on “**Add License to Account**” 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		SEE PROPERTY OWNER INFORMATION	Add License to Account

[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.

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?

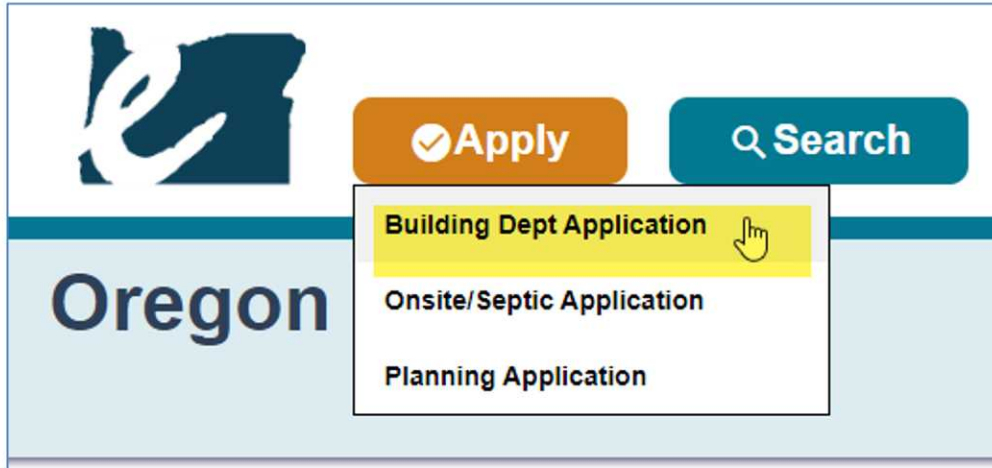
Showing 1-3 of 3 | [Download results](#)

Action	State License #	License Type
Actions ▼	OWNER-ELEC	(C) Electrical Contractor
Actions ▼	OWNER-PLUMB	(PB) Plumbing Contractor
Actions ▼	OWNER-STR/MECH	CCB

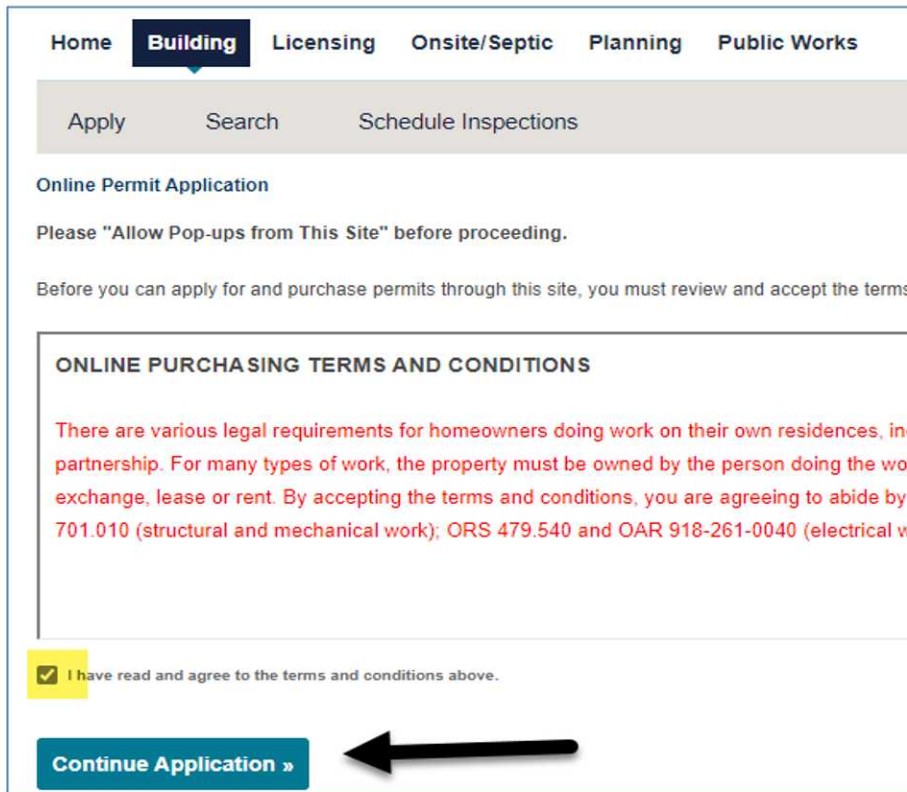
Now you have added a license to your account!
You can add additional homeowner licenses by repeating the **Add a License** process.

How to start a permit application

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 orange **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 **“Continue Application.”**



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3. Enter the Work Site Location. For best results enter information into ONLY the two fields highlighted in green below, **Street Number** and the first three characters of the **Street Name**, leaving all the other fields blank, then click on "**Search**".

Tips: If you are looking for a numbered street it could be in the system several ways, could be "first" or "1st". If searching for Highway it may be listed as HWY or Highway.

Note: if you are not able to find the address or if the address is new - please contact the local building department where you are pulling the permit (issuing jurisdiction). To find contact information, visit the [Local building department directory](#).

Enter Work Site Location

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 Number: ?	Direction:	*Street Name: ?	Post Dir.	Unit No.:
<input type="text" value="Enter street #"/>	--Select--	<input type="text" value="First 3 characters only"/>	--Select--	<input type="text"/>
City: ?				
<input type="text" value="Not required for search"/>				
<input type="button" value="Search"/>	<input type="button" value="Clear"/>			

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. Click on the issuing jurisdiction name, then select the checkbox next to the type of permit you are wanting to apply for.

Note: if you need to apply for multiple permit types you MUST apply for each one separately. **Only select one item from the list.**

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Action	Address	Description	City	State
Select	58080 TIMBER RD, VERNONIA OR 97064		VERNONIA	OR

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 ap

▼ Columbia County

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

Continue Application » ←

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 where you are pulling your permit.

You can visit the [ePermitting How To page](#) for a full walkthrough of an application.

Register and create an account.

This is required to apply for permits online.

How to register

1. Click on the **“Register Now”** button under the login screen or on the other register links.

Announcements **Register** Login

Home Building Licensing Onsite/Septic Planning Public Works

Advanced Search ▾

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 » ←

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Remember me on this device

Not Registered?
CREATE AN ACCOUNT

2. Enter your account information and a security question. Read and agree to the terms and conditions by clicking the checkbox, then click on **“Continue.”**

Note: the red asterisks * indicate required fields. If you are unsure what to enter into a field, hover over the question mark field for more information.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *

E-MAIL ADDRESS: *

Must enter a E-mail Address:


PASSWORD: *

Must enter a Password:

RE-TYPE PASSWORD: *

ENTER SECURITY QUESTION: *
Select ▼

ANSWER: *

I have read and agree to the terms and conditions above. [Terms of Service](#) 

CONTINUE

3. Next select contact type. Select “Owner” from the drop-down list.

The screenshot shows a web form titled "Select Contact Type" with the subtitle "STEP 2 OF 2: CONTACT DETAILS". A dropdown menu labeled "CONTACT DETAILS FOR:" is open, showing a list of options: "General Contractor", "Individual", "Organization", "Owner", "Site Contact", and "Sub-Contractor". The "Owner" option is highlighted in blue, and a mouse cursor is pointing at it.

4. Enter all of the billing/permit contact information you want to have associated to the account, then click “Submit”.

Note: although it is not required, adding your email to your account will allow you to receive automatic status updates concerning your permit, as well as inspection results.

The screenshot shows the "Select Contact Type" form with the subtitle "STEP 2 OF 2: CONTACT DETAILS". The "CONTACT DETAILS FOR:" dropdown is set to "Applicant". Below this are several input fields: "FIRST: *", "LAST: *", "NAME OF BUSINESS:", "COUNTRY: Select", "ADDRESS LINE 1: *", "CITY: *", "STATE: Select", and "ZIP: *". To the right of these fields are three phone number fields: "PRIMARY PHONE *", "WORK PHONE:", and "MOBILE PHONE:". Below these is a yellow highlighted "E-MAIL:" field, followed by a "FAX:" field. At the bottom right, there is a blue "Submit" button with a black arrow pointing to it, and a "Back" button below it.

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

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:
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

Continue » ←

6. Now you are registered!

