How to purchase an online permit through ePermitting as a homeowner

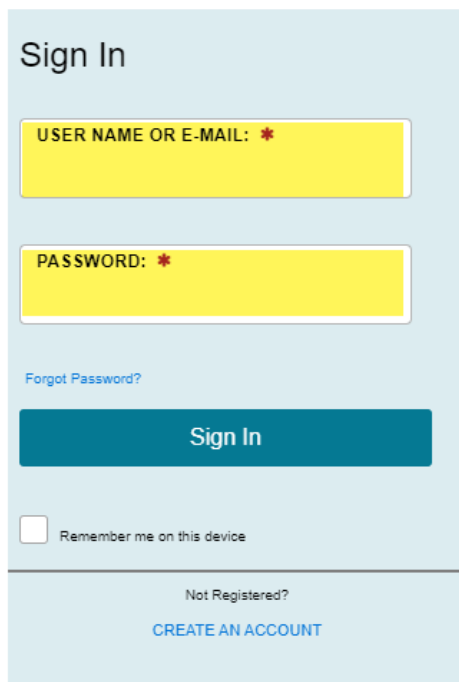**Visit BuildingPermits.Oregon.gov**

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

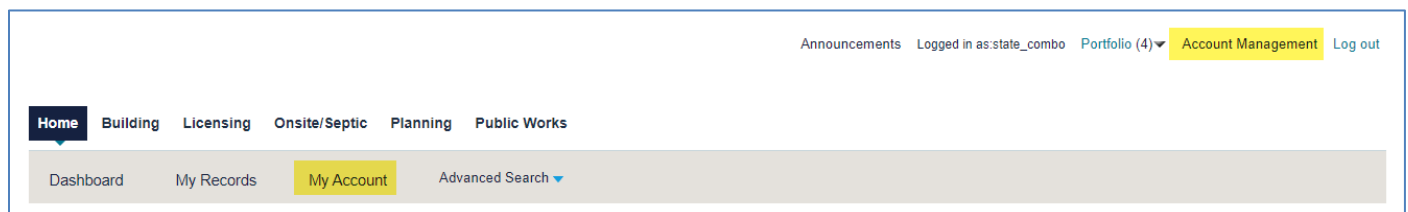**** Note: If you have not already registered for an account, skip to page 7 of this document.**

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: ⑦

   CCB   ▼   OWNER-STR/MECH

   Find License »

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

   * License Type: * License Number: ⑦

   (C) Electrical Contractor   ▼   OWNER-ELEC

   Find License »

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

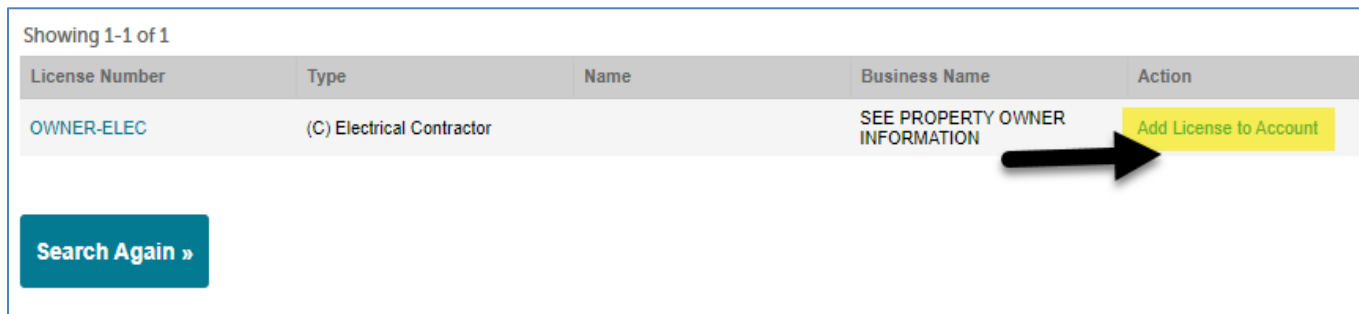   * License Type: * License Number: ⑦

   (PB) Plumbing Contractor   ▼   OWNER-PLUMB

   Find License »

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.
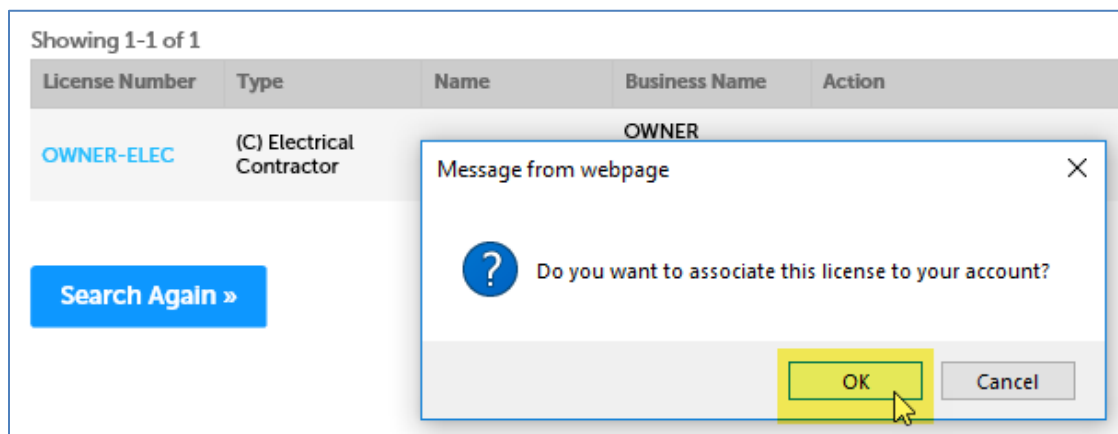
Showing 1-1 of 1				
License Number	**Type**	**Name**	**Business Name**	**Action**
OWNER-ELEC	(C) Electrical Contractor		OWNER	

Search Again »

Message from webpage ✕

? Do you want to associate this license to your account?

OK   Cancel

| 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.

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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.**"
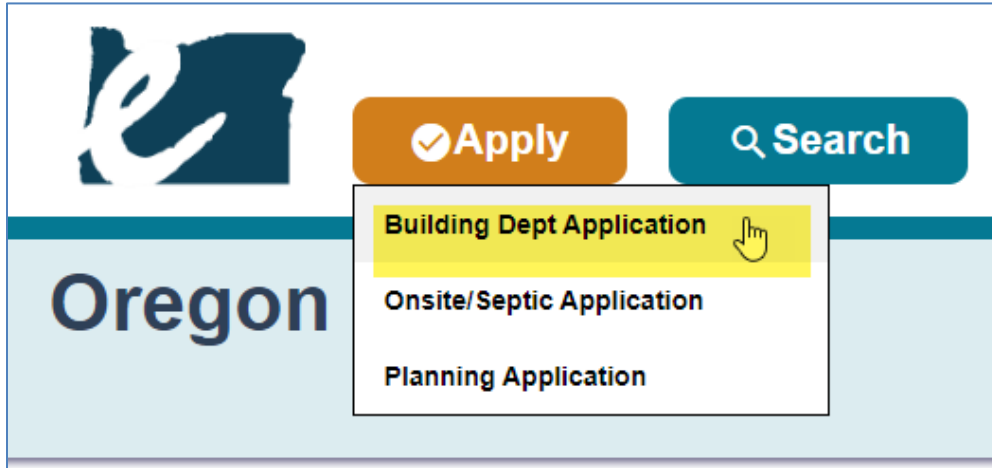
2. Read and agree to the terms and conditions by clicking the checkbox, then click on **"Continue Application."**
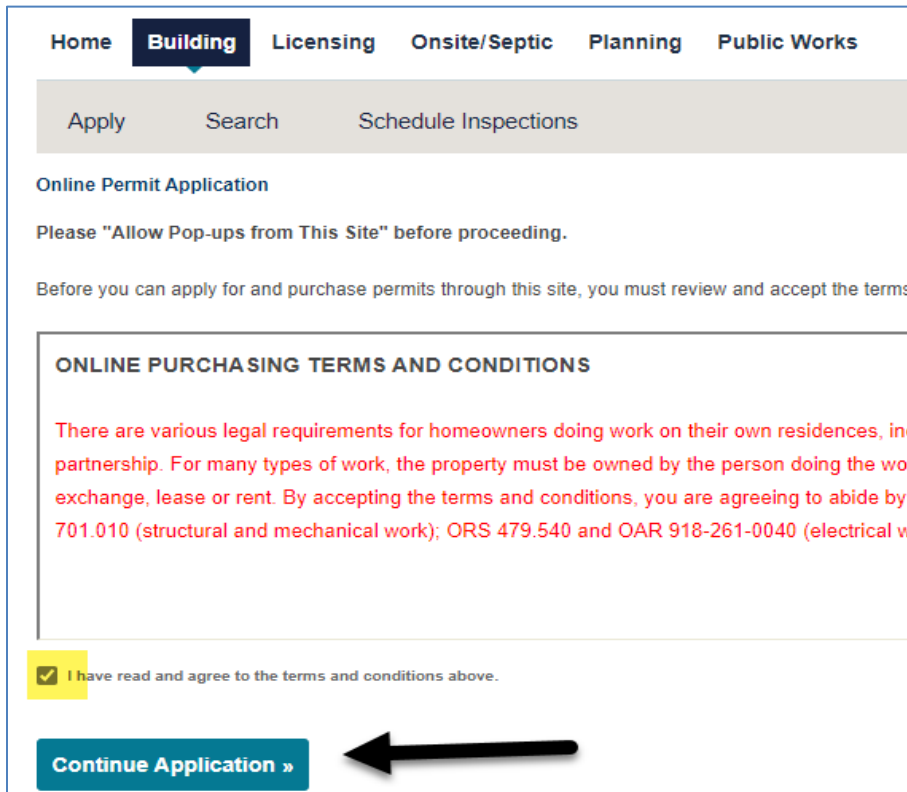
3. Enter the Work Site Location. For best results enter information into ONLY the two fields highlighted in green below, **Street Number** and the first three characters of the **Street Name**, leaving all the other fields blank, then click on "**Search**".

   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: ⑦	Direction:	*Street Name: ⑦	Post Dir.	Unit No.:
Enter street #	--Select-- ▼	First 3 characters only	--Select-- ▼	

   City: ⑦
   Not required for search

   Search   **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.**

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.

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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.

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: *****
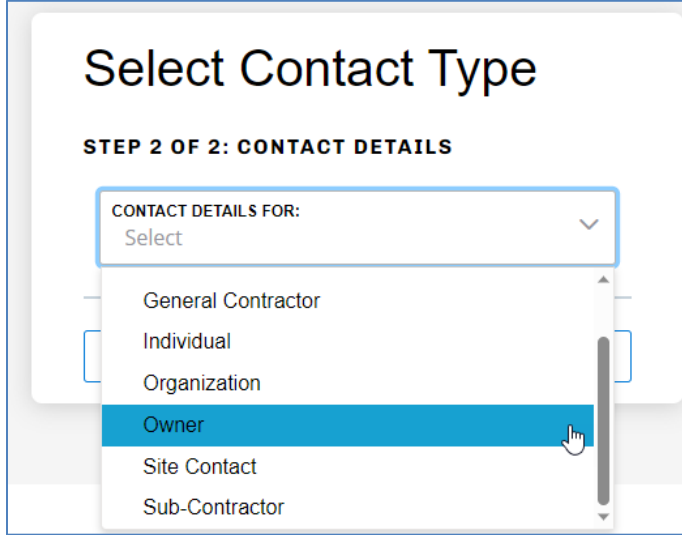Select ▼

ANSWER: *****

☐ I have read and agree to the terms and conditions above. Terms of Service ⬚

CONTINUE
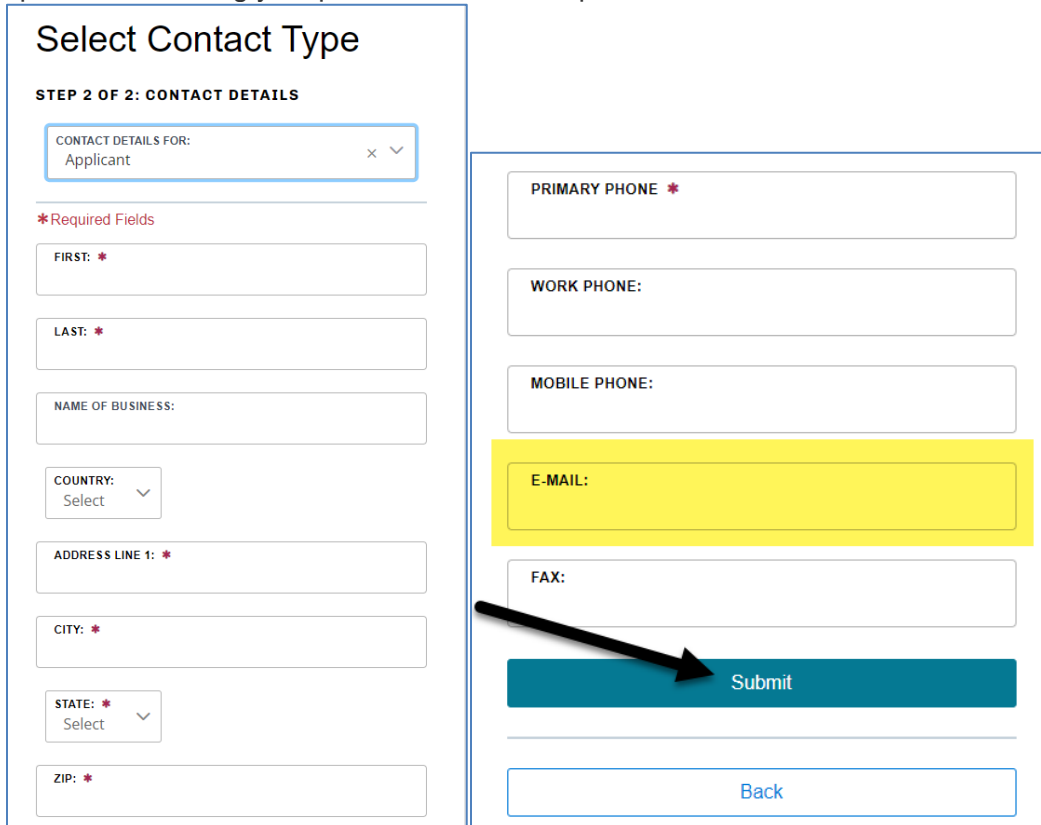
3. Next select contact type. Select "**Owner**" from the drop-down list.

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.

5. Review the information you entered, make any changes needed, then click **"Continue"**.

Account Registration
My Account Information

Login Information

*User Name: ⑦

yournamehere

*E-mail Address:

building@abc123.com

*Password: ⑦

••••••••

*Re-type Password:

•••••••••

*Enter Security Question: ⑦

What state were you born in?

*Answer: ⑦

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 » ⬅

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6. 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.