



BUILDING DEPARTMENT ePermitting SYSTEM ELECTRONIC SUBMITTAL INSTRUCTIONS

ELECTRONIC DOCUMENT REQUIREMENTS

- **Projects will not be placed in line for plan review until plan review fees are paid. PLAN REVIEW FEES ARE DUE WITHIN 48 HOURS OF BEING NOTIFIED OF FEES.**
- Electronic documents must be in .pdf format
- Please remove any security restrictions on documents that are being submitted.
- Instructions on “how to upload documents” into Accela Citizen Access (ACA) can be found here. Homeowners go to: [Building-Department](#)
Contractors go to: oregon.gov/bcd/epermitting/howto/Pages/uploading-docs.aspx
- Applications are required to be completed and submitted using ePermitting System. Applications can be found on the following page: aca-oregon.accela.com/oregon/
- File Names: Files shall be named using the following convention:
[Project Name] - [Project Address] – [Document Type].pdf
‘Project Name’: Your name for the project
‘Project Address’: Project location
‘Document Type’: Examples include Permit Application, Transmittal Form, Fire Alarm Plans, Plumbing Plans, Architectural Plans, Calculations, Specifications, Cut Sheets, etc.

File Name Examples:

DRV TI – 123 W Ellendale Ave - Bld Permit Application.pdf
DRV TI – 123 W Ellendale Ave - Architectural Plans.pdf
DRV TI – 123 W Ellendale Ave - Structural Calcs.pdf
DRV TI – 123 W Ellendale Ave - Cut Sheets.pdf

- **Documents must be combined and uploaded by type. For example: Architectural Plans are one PDF, Structural calculations are one PDF, Truss package is one PDF, Owner affidavit is one PDF, etc. DO NOT SEND ALL DOCUMENTS IN ONE SINGLE PDF.**
- When submitting large projects that include Mechanical, Electrical, and Plumbing (MEP) drawings, plan review for the MEP plans will not take place without an application provided for each discipline and plan review fees paid.
- Application submittals must be separated by discipline. For example, when submitting for a large project that includes civils, mechanical, building, electrical and plumbing work, a separate application submittal will be made for each discipline. This means there would be one application for building, one for mechanical, one for interior plumbing, and so on. It is helpful if mechanical, electrical and plumbing (MEP) drawings include cover sheets that explain the building location, occupancy type, deferred submittals, etc.
- Property Owner Statement Affidavit is to be submitted when owner is doing the work using these and the instructions below. Click on the link below for the required form: [Building-Permit--Home-Owner-Permit-Responsibility-Form](#)

Additionally your subject line must read as follows:

Affidavit - [Project name] - [Project Address]

Example: Affidavit - Gary's Widgets - 123 SE Cranberry St.

OPTIONAL PAPER FORMS

Paper application forms may be used for new submittals BY HOMEOWNERS ONLY if no other method is available. Application forms and checklists for homeowners can be found on the following page: [Permits-Applications-City-Forms](#).

TO SUBMIT YOUR ELECTRONIC DOCUMENTS

State of Oregon ePermitting website

- You must be registered to use the ePermitting system. For help on how to register click on the links:
Homeowners go to: [How-to-register-for-Homeowners](#)
Contractors go to: oregon.gov/bcd/epermitting/howto/Pages/creating-account.aspx
- For help on how to apply for a permit follow the steps from the link:
oregon.gov/bcd/epermitting/howto/Pages/address-search.aspx
- For help on how to upload documents for your permit follow the instructions from this link:
Homeowners go to: [How-to-Upload-Documents-on-ACA](#)
Contractors go to: oregon.gov/bcd/epermitting/howto/Pages/uploading-docs.aspx

WHAT TO EXPECT AFTER YOU HAVE SUBMITTED ELECTRONIC DOCUMENTS

Receipt: Please note that you may not hear from staff the day you submit your project. Staff will contact you once they are able to process your submittal to:

- Confirm receipt of submitted documents
- Arrange for payment of fees. **PLAN REVIEW FEES ARE DUE WITHIN 48 HOURS OF BEING NOTIFIED OF PLAN REVIEW FEES.**
- Clarify any discrepancies between the transferred files and those listed on the required *Electronic Transmittal* (see Required Forms, above)
- Notify you if your submittal is incomplete for processing. **If your submittal is incomplete, the submittal will not be routed for review until the missing items are submitted or until the required corrections are made.**

If you have concerns or need to immediately verify that we received your documents please call us at 503-831-3571. Confirming receipt of your project does not expedite the routing/review process.

Fees: Fees may be paid online, via mail with check, or in person. PLEASE DO NOT EMAIL ANY CREDIT CARD INFORMATION TO US. Submittals will not be placed in line for review until plan review fees are paid.

Permit Number: After application is received, your project will be assigned a permit number. This permit number will be on the receipts that will be sent to the applicant or requested contact person. **Please include this number on any future transmittal forms or applicable documents you may need to submit after your initial submittal.**

Review: The city prioritizes review of projects on a first come, first served basis, which does affect how quickly staff can review a project. We do not provide expedited review.

Completeness: A staff person will contact you if the request for a permit or approval requires additional information. Details will be conveyed through a plan review letter, a completeness letter, marked-up plan sheets, or a combination thereof. The review will contain instructions for submitting a response letter, any required revisions, or additional information as needed.

Decision: If the information in the submittal is sufficient and the city can issue a permit or approval, staff will provide instructions for next steps.

OVER THE COUNTER SUBMITTAL PROCESS

For over-the-counter review, *you must submit all electronic documents prior to arriving at the front desk to meet with a plans examiner.* Please follow the directions to submit your electronic documents above. Additionally, please note the following:

- **When uploading your documents to aca-oregon.accela.com/oregon/ your subject line must read:**

For OTC Review - [Project name] - [Project Address]

Example: For OTC Review – Gary’s Widgets - 123 SE Cranberry St.

- Over-the-counter plan review criteria - Review must take no longer than 15 minutes to review and process (plans examiner time only) and **must not** include the following:
 - structural work
 - plumbing
 - mechanical units that require screening
 - type one hood or suppression systems
 - any work which will result in a design review (exterior changes)
 - H or I occupancies
 - high-pile storage racks
 - change in use
- **You are still required to come into city hall during the over the counter times to go over your submittal with a plans examiner.** The over the counter times are Monday through Thursday from 8:30am – 11:30am and 1:30pm – 4:30pm.
- Please come prepared to pay permit fees.

Over-the-Counter General Information: For minor non-structural modifications with a tenant improvement or single-family projects, applicants may request an “over-the-counter” plan review. An over-the-counter plan review means your plans can be reviewed and, if approved, your permit can be issued to you immediately. All of the applicable information listed in the ePermitting application including a thorough description and valuation must be submitted with the application.

The plans examiner will determine if the proposed work is minor enough in nature that a plan review can be completed within about 15 minutes and an over-the-counter plan review is warranted.

Plans in need of Land Use or Zoning approvals will not be done over-the-counter. Please see plan information requirements at this link: [TI-Plan-information](#).

Plan Review Staff Availability: To see a plans examiner for possible over the counter plan review, hours are 8:30 a.m. to 11:30 a.m. and again at 1:30 p.m. to 4:30 p.m. Monday through Thursday, and 8:30 a.m. to 11:30 a.m. on Friday (by appointment). Call our office at 503-831-3571 to confirm a time to meet with a plans examiner.

For more information on the Oregon ePermitting electronic application process please use the number below to speak to the ePermitting help desk, or use the link below to go to the tips and tricks for how to use the Oregon ePermitting website.



Need help? 503-373-7396

[Online Training: Using Oregon ePermitting](#)