Help Desk Email:
Oregon.ePermitting@Oregon.gov

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

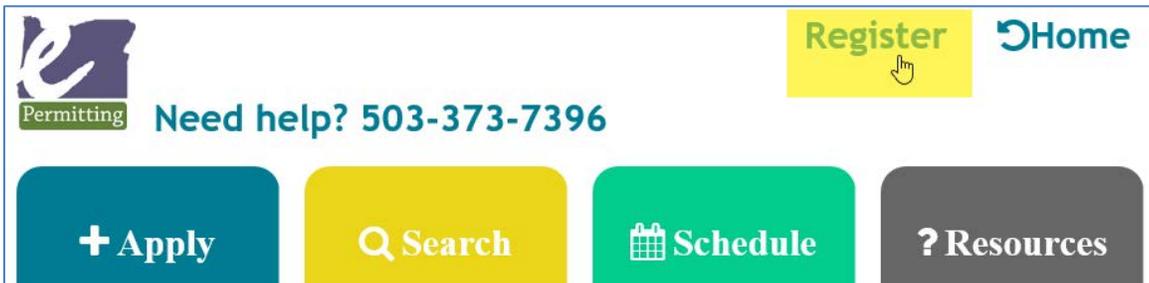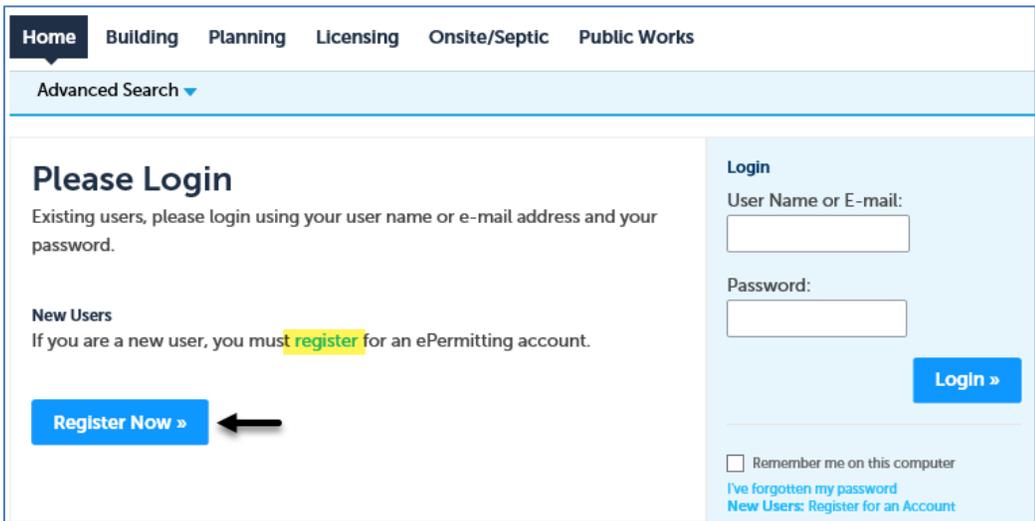# How to purchase an online permit through ePermitting as a homeowner

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.

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

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☐ 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:
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.

Add New

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

Select Contact Type

* Type: Owner

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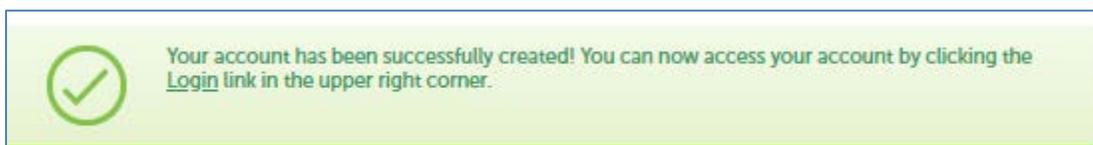
Next, to apply for permits, you need to add the **Homeowner "license(s)"** to your account, see next section for details.

How to add licenses

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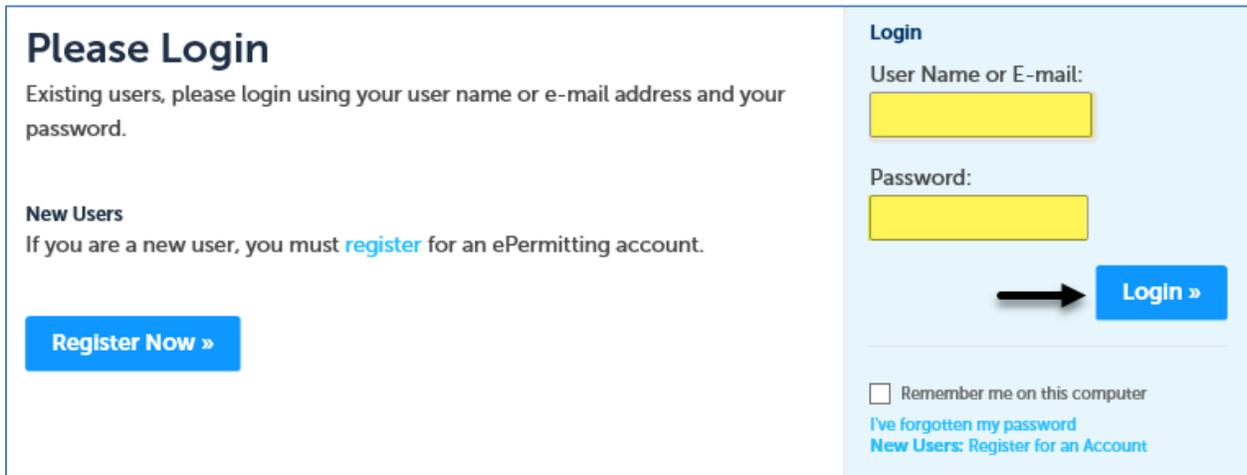
Please Login

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
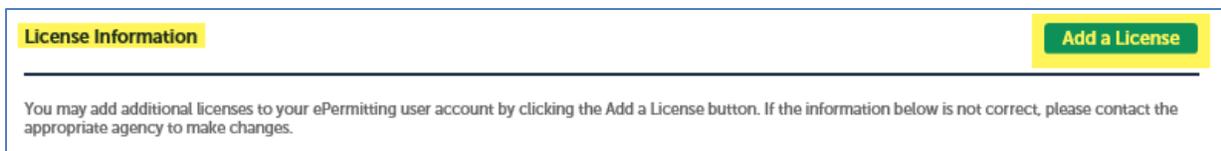
User Name or E-mail:

Password:

Login »

☐ Remember me on this computer
I've forgotten my password
New Users: Register for an Account

2. Click on **"Account Management":**

➕ **Apply**   🔍 **Search**   📅 **Schedule**   ❓ **Resources**

Announcements   Logged in as:state_combo   Portfolio (3)▼   Account Management   Log out

3. Click **"Add a License,"** then scroll mid-way down the web page to the License Information section.

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.
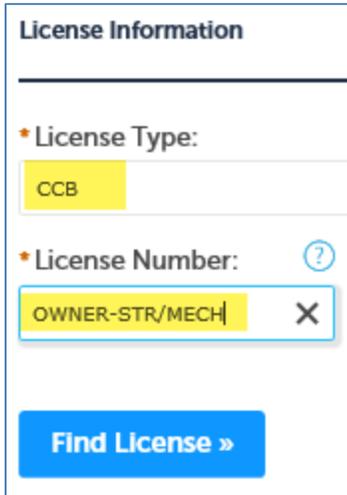
4. Select **"License Type"** from the dropdown menu, enter license number, and click "Find License". See instructions below.
   **<mark>this is not an actual number –select the "owner- _____"   This will serve as the "number"</mark>
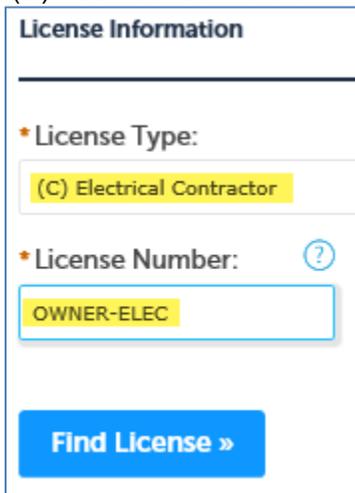
   There are three homeowner licenses available to attach to your registered account – enter them exactly as shown.

       a. CCB for structural and mechanical work

License Information

* License Type:

CCB

* License Number: ⓘ

OWNER-STR/MECH ✕

Find License »

       b. (C)Electrical Contractor for electrical work

License Information

* License Type:

(C) Electrical Contractor

* License Number: ⓘ

OWNER-ELEC

Find License »

c. (PB) Plumbing Contractor for plumbing work

License Information

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* License Type:

(PB) Plumbing Contractor

* License Number: ⓘ

OWNER-PLUMB   ✕

Find License »

5. 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 »

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	

Message from webpage ✕

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

OK   Cancel

Search Again »

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

7. 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."**

Building Dept Application

Onsite/Septic Application

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

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- · Personal and contact information
- · License information where applicable

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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 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](#).

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.**

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.