

Citizen Self Service Portal Registration

Website: https://online.orcity.org/energov_prod/selfservice#/home

Account Registration

Please register an account with a valid email that will be linked to your permit records.



Permits | Licensing | Inspections Citizen Self Service Portal

[Login or Register](#) 



[Create an account](#)

Fields are required unless marked optional.

Email

First name

Last name

Mobile phone

Optional

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username

Password

[Sign up](#)

Already have an account? [Sign In](#)

An email will be sent to verify your registration from Community Access Identity.
(noreply@identity.tylerportico.com)



Hi Permit Tech,

Welcome to your Community Access account!

Your organization uses Community Access and Tyler Technologies to manage access to applications which serve citizens.

Community Access provides access to all of your citizen applications and connects you to other public applications within Tyler Technology's ecosystem.

[Learn more about Community Access.](#)

To verify your email address and activate your account enter the verification code: **772740**

This is an automatically generated message from Community Access. Replies are not monitored or answered.

Insert your verification code.



permit.tech.oc@gmail.com

Verify with your email

We sent an email to p***c@gmail.com. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

Select your “optional” preferred security method or select “continue” to use your password.

permit.tech.oc@gmail.com

Set up security methods

Security methods help protect your Tyler Portico Citizen account by ensuring only you have access.

Set up optional

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.
Used for access
[Set up →](#)

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity
Used for access
[Set up →](#)

Phone
Verify with a code sent to your phone
Used for access
[Set up →](#)

Continue

[Back to sign in](#)

Once you have been confirmed, you will be redirected back to the Citizen Self Service Portal to complete your registration. Select “Continue”.

Registration

Step 1 of 3: Acknowledgement

You are registering for Oregon City's Civic Access Portal. Please enter your email address to start the registration process.

[Continue](#)

Contact Preference and a Phone Number is required.

Registration

Step 2 of 3: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

Additional Contact Information

* Business Phone

* Home Phone

* Mobile Phone

[Back](#)

[Next](#)

Need help?

Building Permits: permits@orcitizen.org 503-722-3789

Licensing: licensing@orcitizen.org 503-657-0891

Engineering Permits: ocpublicworks@orcitizen.org 971-204-4601

Address is required.

Registration

Step 3 of 3: Address

* REQUIRED

* Address

City

State

Zip Code

[Back](#) [Submit](#)

Once you select “Submit” you will be directed to your Dashboard.

The Citizen Self Service Portal allows you to apply for select permits, pay invoices, schedule inspections or view “Today’s Inspections”.

Permits | Licensing | Inspections

Citizen Self Service Portal

Dashboard Apply Home My Work Today's Inspections Map City Website Search Calendar

We have upgraded our authentication security to allow more login options for you to use. With this upgrade you will be forwarded to our new authentication system. If you're being sent to this new authentication for the first time, be sure to [re-register with the same email address](#) you have used for this service.

My Permits

Attention	Pending	Active	Recent	Draft
32	41	33	69	1
Plumbing - Residential 4	Mechanical - Residential 7	Electrical - Residential 4	Mechanical - Residential 11	Building (Residential) 1
Electrical - Residential 4	Mechanical - Non-Residential 5	Mechanical - Residential 4	Mechanical - Non-Residential 7	
Other 24	Other 29	Other 25	Other 51	

[View My Permits](#)

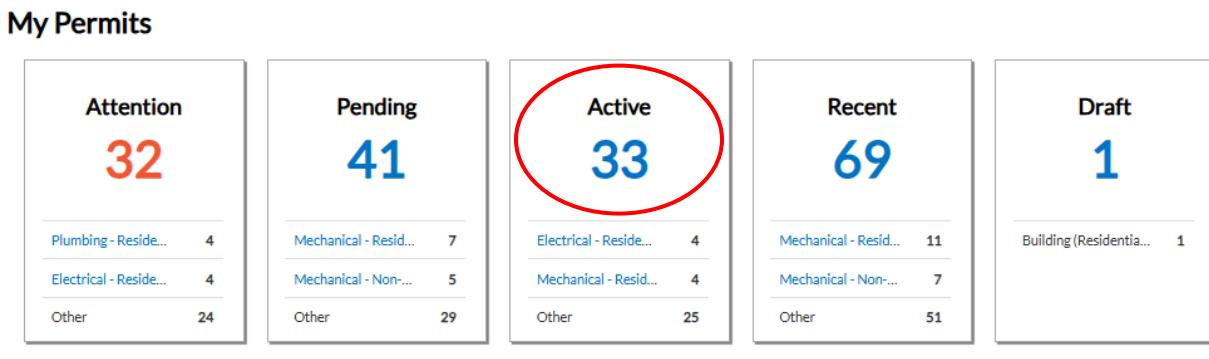
Please see our Permit Portal Process Guide for instructions on application submittals.

Scheduling Inspections

Click on the “Dashboard” tab to view Permits, Plans, Inspections and Invoices directly linked to your email account. Each email address linked to the submitted permit will have access to view and schedule inspections if the applicants have registered an account. Please list all the applicable email addresses on the permit application at the time of submittal for individuals such as General Contractor/Property Owner, Electrical Contractor, Mechanical Contractor and Plumbing Contractor. These email addresses will also be used to email inspection results. Note: Permits will not populate under your Active Permits if your email is not directly related to the permit. Contact the Building Department to add your email account to your open permits.

My Permits

Select “Active” to see a list of your active permits:



My Work

MY INVOICES	MY PERMITS	MY EXISTING INSPECTIONS	REQUEST INSPECTIONS																				
<input type="text" value="Search..."/> Export to Excel																							
<p>Display: Active</p> <table border="1"><thead><tr><th>Permit Number</th><th>Project</th><th>Address</th><th>Permit Type</th><th>Status</th><th>State</th></tr></thead><tbody><tr><td>BCOMM-24-00062</td><td></td><td>695 WARNER PARROTT R...</td><td>Building (Non-Residential) - Slab</td><td>Issued</td><td>Active, Attention, Recent (Unpaid Fees)</td></tr><tr><td>BCOMM-24-00059</td><td></td><td>695 WARNER PARROTT R...</td><td>Building (Non-Residential) - Alteration</td><td>Issued</td><td>Active, Attention, Recent (Unpaid Fees)</td></tr></tbody></table>						Permit Number	Project	Address	Permit Type	Status	State	BCOMM-24-00062		695 WARNER PARROTT R...	Building (Non-Residential) - Slab	Issued	Active, Attention, Recent (Unpaid Fees)	BCOMM-24-00059		695 WARNER PARROTT R...	Building (Non-Residential) - Alteration	Issued	Active, Attention, Recent (Unpaid Fees)
Permit Number	Project	Address	Permit Type	Status	State																		
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BCOMM-24-00059		695 WARNER PARROTT R...	Building (Non-Residential) - Alteration	Issued	Active, Attention, Recent (Unpaid Fees)																		

Select the permit number you would like to view:

BCOMM-24-00057		695 WARNER PARROTT R...	Building (Non-Residential) - Accessory Structure	Issued	Active, Attention, Recent (Unpaid Fees)
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Permit Number: BCOMM-24-00057

Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Building (Non-Residential) - Accessory Structure	Status:	Issued	Project Name:
IVR Number:	121848	Applied Date:	12/13/2024	Issue Date:
District:	CHD	Assigned To:	Turner, Tracy	Expire Date:
		Valuation:	\$123,000.00	Finalized Date:
Description:		Testing 4 Tracy		

The “Inspections” tab located below your Permit Details will show you the available inspections on your permit. In our system we currently have prerequisites. As you can see below, the following inspections must be selected and approved prior to Building Final inspection being available to schedule. If you feel this is incorrect for your permit, please contact the Building Department. Select the “Action” box next to the requested inspection and then select “Request Inspection”.

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

[Existing Inspections](#) | [Request Inspections](#) | [Optional Inspections](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Existing Inspections

No records to display.

Request Inspections

Description	Reinspection	Action
Footing	No	<input checked="" type="checkbox"/>
Framing	No	<input type="checkbox"/>
Insulation Wall	No	<input type="checkbox"/>
Shear Exterior	No	<input type="checkbox"/>
Stem Wall	No	<input type="checkbox"/>
Structural Underfloor	No	<input type="checkbox"/>
Building Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 1 - 7 of 7 << < > >>

[Request Inspection](#)

Request Inspections

Input the “Requested Date” and any comments such as contact information, gate code, preferred time of day (AM or PM), etc. Not all requests can be met. We do not allow specific times to be requested, and we do our best to meet requests, but varying inspection times do not allow a rigid schedule. Select “Submit” to continue.

Request Inspections (1)

*REQUIRED

1 #BCOMM-24-00057 X

Inspection Type: Footing Case Type: Building (Non-Residential) - Accessory Structure

Address: 695 WARNER PARROTT RD OREGON CITY, 97045

* Requested Date

Comments/Gate Code

Submit

Select “Back” to return to your permit.

◀ Back

Request Inspections (1)

1 Case #BCOMM-24-00057

Inspection Type: Footing

Case Type: Building (Non-Residential) - Accessory Structure

Address: 695 WARNER PARROTT RD OREGON CITY, 97045

Requested Date 12/18/2024

Comments/Gate Code Gate Code 1234, unoccupied business

✓

Under the “Inspections” tab you will see the requested inspections:

Summary Locations Fees ! Reviews Inspections Attachments Contacts Sub-Records More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
INSP-057780-2024	Footing	Requested	12/18/2024			<button>Cancel Inspection</button>
INSP-057781-2024	Framing	Requested	12/18/2024			<button>Cancel Inspection</button>

Results per page 10 1 - 2 of 2 << < 1 > >>

Request Inspections

Description	Reinspection	Action
Insulation Wall	No	<input type="checkbox"/>
Shear Exterior	No	<input type="checkbox"/>
Stem Wall	No	<input type="checkbox"/>
Structural Underfloor	No	<input type="checkbox"/>
Building Final	No	<input type="checkbox"/> This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 - 5 of 5 << < 1 > >>

Request Inspection

The “Status” of the inspections will change once the inspection has been completed.

Summary Locations Fees ! Reviews Inspections Attachments Contacts Sub-Records More Info

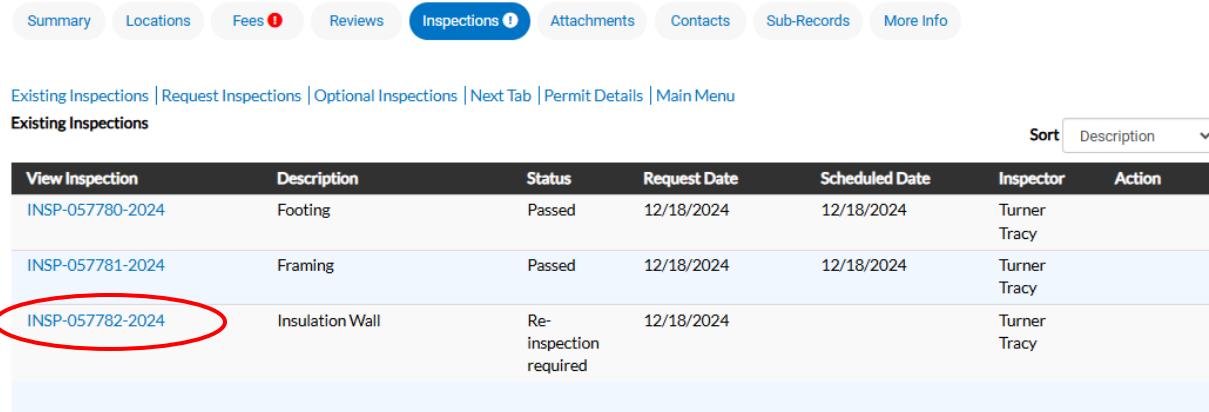
Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
INSP-057780-2024	Footing	Passed	12/18/2024	12/18/2024	Turner Tracy	
INSP-057781-2024	Framing	Passed	12/18/2024	12/18/2024	Turner Tracy	

Results per page 10 1 - 2 of 2 << < 1 > >>

If the inspection was denied, a notification will come up under the “Inspections” tab. Select the inspection to view the results.



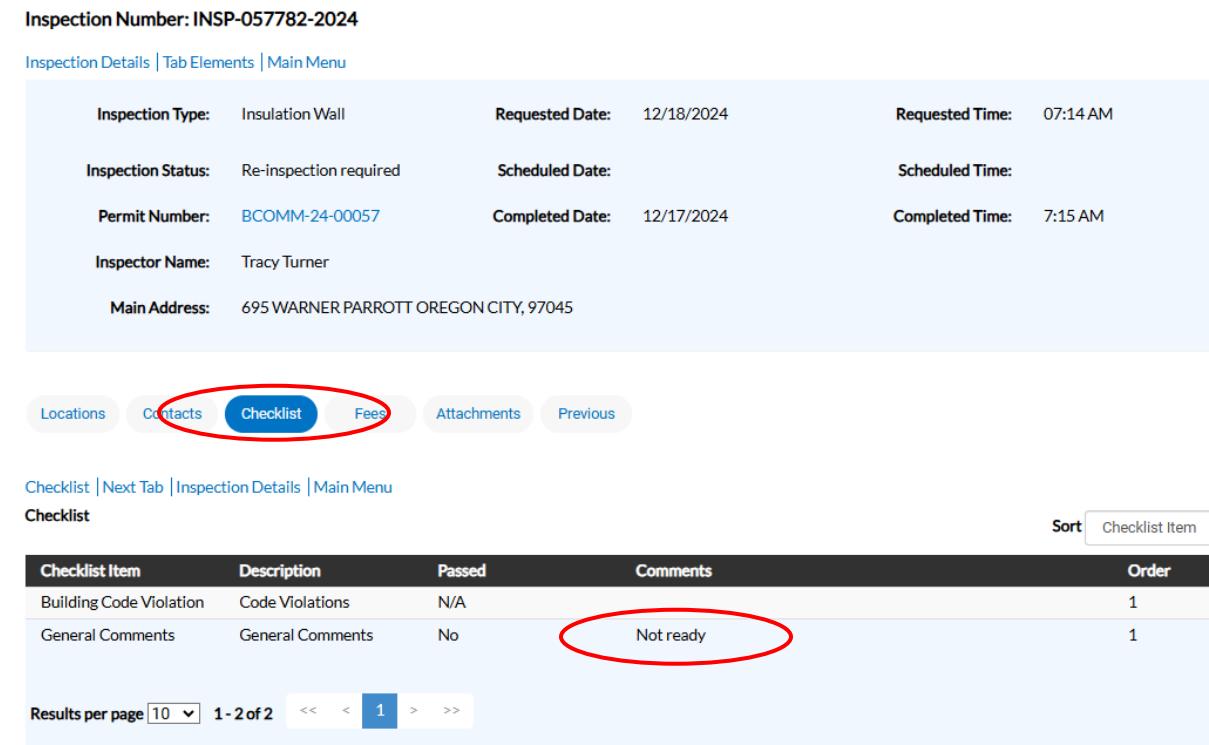
Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort Description ▾

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
INSP-057780-2024	Footing	Passed	12/18/2024	12/18/2024	Turner Tracy	
INSP-057781-2024	Framing	Passed	12/18/2024	12/18/2024	Turner Tracy	
INSP-057782-2024	Insulation Wall	Re-inspection required	12/18/2024		Turner Tracy	

Selecting “Checklist” will show the correction items.



Inspection Number: INSP-057782-2024

Inspection Details | Tab Elements | Main Menu

Inspection Type:	Insulation Wall	Requested Date:	12/18/2024	Requested Time:	07:14 AM
Inspection Status:	Re-inspection required	Scheduled Date:		Scheduled Time:	
Permit Number:	BCOMM-24-00057	Completed Date:	12/17/2024	Completed Time:	7:15 AM
Inspector Name:	Tracy Turner				
Main Address:	695 WARNER PARROTT OREGON CITY, 97045				

Locations Contacts Checklist Fees Attachments Previous

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

Sort Checklist Item ▾

Checklist Item	Description	Passed	Comments	Order
Building Code Violation	Code Violations	N/A		1
General Comments	General Comments	No	Not ready	1

Results per page 10 ▾ 1 - 2 of 2 << < 1 > >>

A re-inspection must be scheduled and approved prior to moving on with your other inspections.

If you are having difficulties with scheduling inspections, please reach out to us at 503-722-3789 or email permits@orcitizen.org. Inspection prerequisites could be causing an issue with your scheduling, and we can adjust those items in the back office.

Again, let us know if you have any questions or encounter any problems.

Thank you,

[Oregon City Building Department](#)

695 Warner Parrott Rd

503-722-3789

permits@orcitizen.org