

# Citizen Self Service Portal Registration

Website: [https://online.oregoncity.org/energov\\_prod/selfservice#/home](https://online.oregoncity.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](mailto: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           | <input type="text" value="Permit Tech"/>                   |
| Middle Name          | <input type="text"/>                                       |
| Last Name            | <input type="text" value="Oregon City"/>                   |
| Company              | <input type="text"/>                                       |
| * Contact Preference | <input type="text" value="--Select Contact Preference--"/> |
| * Email Address      | <input type="text" value="permit.tech.oc@gmail.com"/>      |

#### Additional Contact Information

|                  |                      |
|------------------|----------------------|
| * Business Phone | <input type="text"/> |
| * Home Phone     | <input type="text"/> |
| * Mobile Phone   | <input type="text"/> |

Back

Next

Need help?

Building Permits: [permits@orcity.org](mailto:permits@orcity.org) 503-722-3789  
Licensing: [licensing@orcity.org](mailto:licensing@orcity.org) 503-657-0891  
Engineering Permits: [ocpublicworks@orcity.org](mailto:ocpublicworks@orcity.org) 971-204-4601

Address is required.

#### Registration

Step 3 of 3: Address

**\* Address** **\*REQUIRED**

Street address, P.O. box. (required)

Apartment, suite, unit, floor, (optional)

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 system.

#### My Permits

| Attention                | Pending                 | Active                   | Recent                   | Draft                     |
|--------------------------|-------------------------|--------------------------|--------------------------|---------------------------|
| 32                       | 41                      | 33                       | 69                       | 1                         |
| Plumbing - Reside... 4   | Mechanical - Resid... 7 | Electrical - Reside... 4 | Mechanical - Resid... 11 | Building (Residentia... 1 |
| Electrical - Reside... 4 | Mechanical - Non-... 5  | Mechanical - Resid... 4  | Mechanical - Non-... 7   |                           |
| Other 24                 | Other 29                | Other 25                 | Other 51                 |                           |

[View My Permits](#)

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

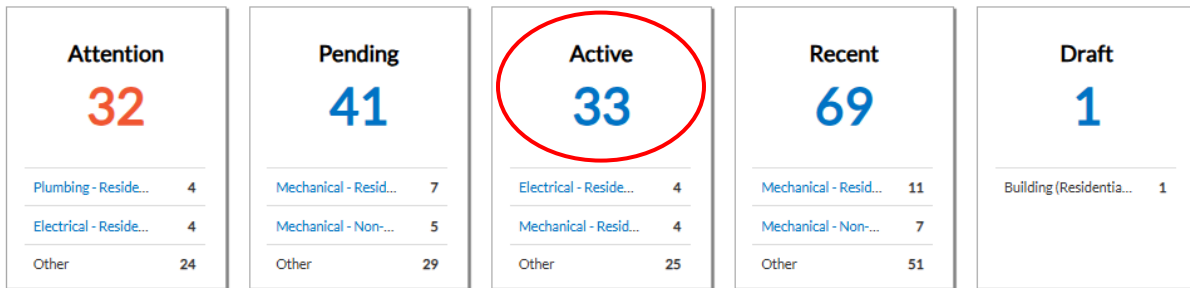
## Scheduling Inspections

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 Permits



[View My Permits](#)

#### My Work

[MY INVOICES](#) [MY PERMITS](#) [MY EXISTING INSPECTIONS](#) [REQUEST INSPECTIONS](#)

| Search...                      |         |                         |   |        |   | Export to Excel |
|--------------------------------|---------|-------------------------|---|--------|---|-----------------|
| Display                        | Active  |                         |   |        |   |                 |
| Permit Number                  | Project | Address                 | Permit Type                             | Status | State                                   |                 |
| <a href="#">BCOMM-24-00062</a> |         | 695 WARNER PARROTT R... | Building (Non-Residential) - Slab       | Issued | Active, Attention, Recent (Unpaid Fees) |                 |
| <a href="#">BCOMM-24-00059</a> |         | 695 WARNER PARROTT R... | Building (Non-Residential) - Alteration | Issued | Active, Attention, Recent (Unpaid Fees) |                 |

Select the permit number you would like to view:

|                                |  |                         |  |        |   |
|--------------------------------|--|-------------------------|--|--------|---|
| <a href="#">BCOMM-24-00057</a> |  | 695 WARNER PARROTT R... | Building (Non-Residential) - Accessory Structure | Issued | Active, Attention, Recent (Unpaid Fees) |
|--------------------------------|--|-------------------------|--|--------|---|

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:     | 12/13/2024 |
| District:    | CHD  | Assigned To:  | Turner, Tracy | Expire Date:    | 08/27/2025 |
|              |  | 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”.

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[Locations](#)

[Fees](#)

[Reviews](#)

[Inspections](#)

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Existing Inspections

Sort: [Description](#)

| View Inspection        | Description | Status | Request Date | Scheduled Date | Inspector | Action |
|------------------------|-------------|--------|--------------|----------------|-----------|--------|
| No records to display. |             |        |              |                |           |        |

Request Inspections

Sort: [Order](#)

| 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. |

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[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 meet. 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

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

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 1](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

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**Existing Inspections** Sort: Description ▼

| View Inspection                  | Description | Status    | Request Date | Scheduled Date | Inspector | Action                            |
|----------------------------------|-------------|-----------|--------------|----------------|-----------|-----------------------------------|
| <a href="#">INSP-057780-2024</a> | Footing     | Requested | 12/18/2024   |                |           | <a href="#">Cancel Inspection</a> |
| <a href="#">INSP-057781-2024</a> | Framing     | Requested | 12/18/2024   |                |           | <a href="#">Cancel Inspection</a> |

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

**Request Inspections** Sort: Order ▼

| 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. |

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[Request Inspection](#)

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

[Summary](#) [Locations](#) [Fees 1](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

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**Existing Inspections** Sort: Description ▼

| View Inspection                  | Description | Status | Request Date | Scheduled Date | Inspector       | Action |
|----------------------------------|-------------|--------|--------------|----------------|-----------------|--------|
| <a href="#">INSP-057780-2024</a> | Footing     | Passed | 12/18/2024   | 12/18/2024     | Turner<br>Tracy |        |
| <a href="#">INSP-057781-2024</a> | Framing     | Passed | 12/18/2024   | 12/18/2024     | Turner<br>Tracy |        |

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

Summary Locations Fees **Inspections** Attachments Contacts Sub-Records More Info

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 |
|----------------------------------|-----------------|------------------------|--------------|----------------|--------------|--------|
| <a href="#">INSP-057780-2024</a> | Footing         | Passed                 | 12/18/2024   | 12/18/2024     | Turner Tracy |        |
| <a href="#">INSP-057781-2024</a> | Framing         | Passed                 | 12/18/2024   | 12/18/2024     | Turner Tracy |        |
| <a href="#">INSP-057782-2024</a> | 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 **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     |

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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@orcify.org](mailto:permits@orcify.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@orcify.org](mailto:permits@orcify.org)