

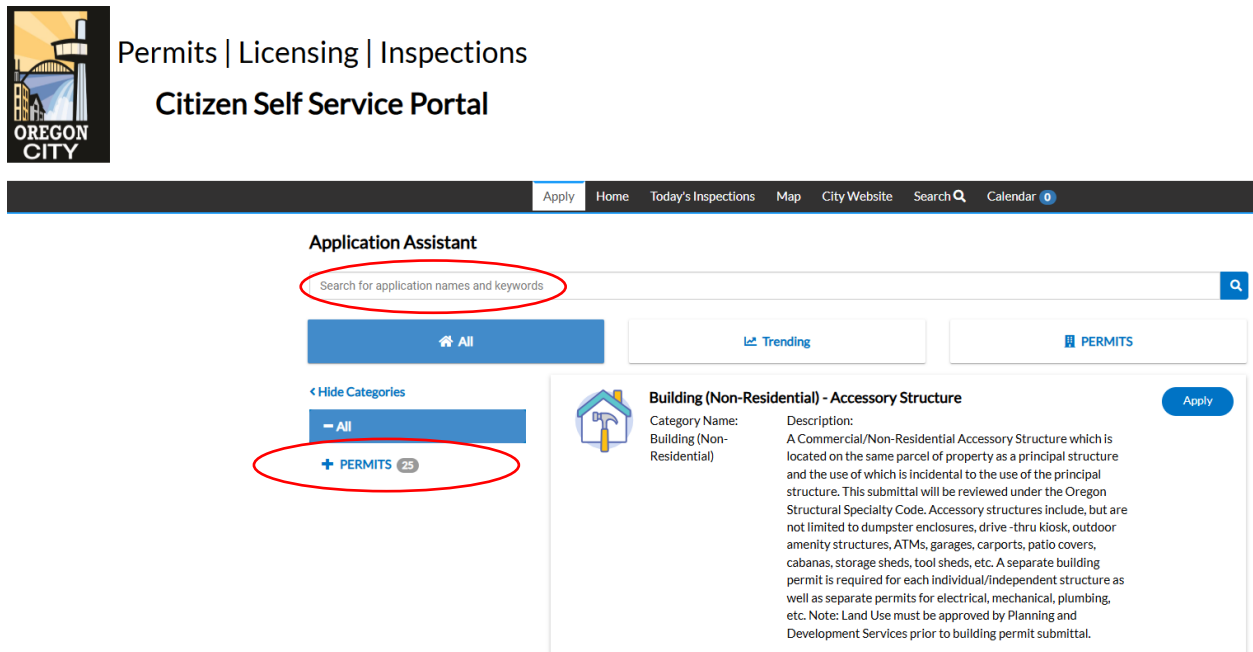
# Permit Portal Process Guide

How to submit a project in Oregon City's permit portal.

## Apply ([Citizen Self Service Portal](#))

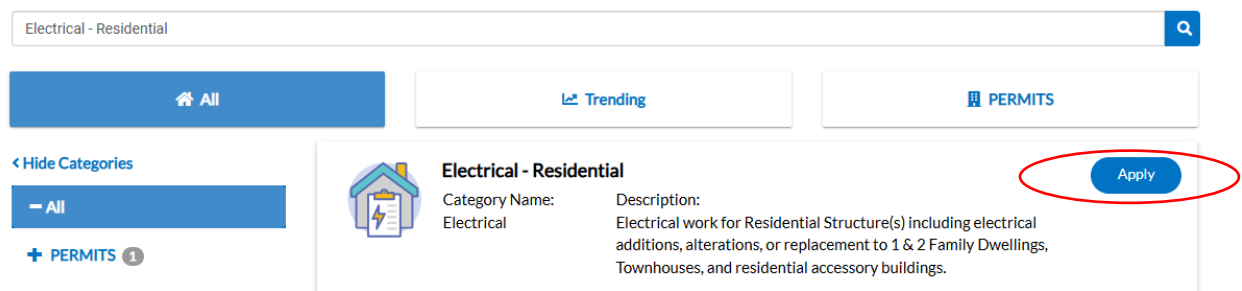
Once you have logged in to your account, select “Apply”.

There are several ways to search for your desired application. You may search by typing in the beginning of the application name, i.e. Plumbing, Electrical, Residential, etc. or you can scroll through our list of permits.



Once you have found your desired application, select “Apply”.

## Application Assistant



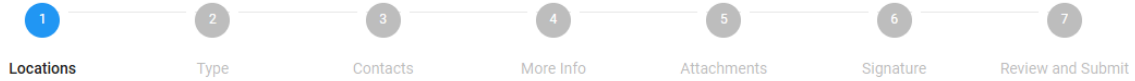
There are seven steps that will need to be completed to submit your application.

## Step 1: Location

Select the “Add Location” card.

Apply for Permit - Electrical - Residential

**REQUIRED**

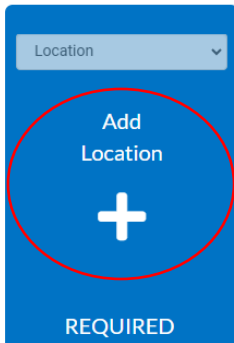


### LOCATIONS

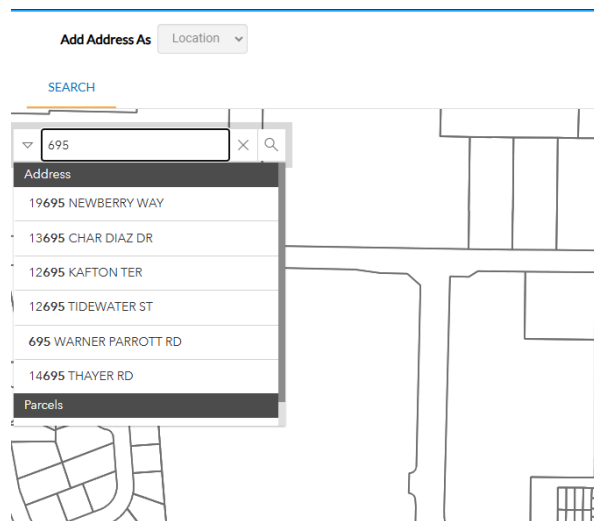
#### Entering Your Address

- Before entering your address on this page, please verify that your property is within the City of Oregon City's jurisdictional boundaries by using [CMap](#), Clackamas County's tool for looking up property information.
- Input address number and street name only by clicking “Add Location”. Do not input directional names or street type. When searching for an address, less is more. (i.e., Avoid S, N, Blvd, Ave, St, Suite, etc. in search.)
- From the generated list, select the most complete address, including suite or unit number if applicable. (Example: 166 John for 166 John Adams St #200.)

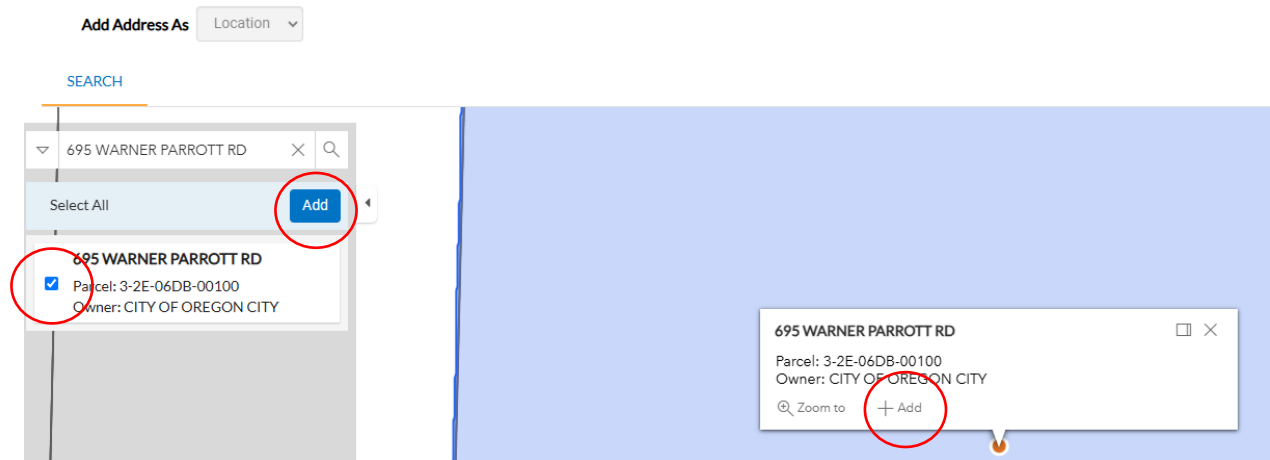
Note: If you need a new address or want to change your address, you will need to complete an Address Application. [Email the completed form to permits@orc.org](mailto:permits@orc.org) prior to submitting your application online.



Enter the desired address.



Select the desired address by clicking on the (+Add) on the map or by selecting the address on the left of the screen and clicking “Add”. Note: You may also search by Parcel #.



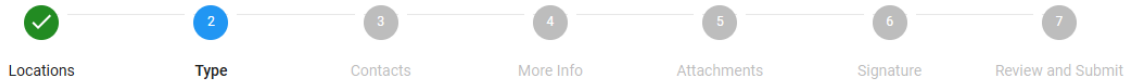
Please select “Next” to continue.

## Step 2: Type

Please verify that you are submitting for the correct permit type. Additional details will be shown for each permit type. All permits will require a description. Make sure to provide a detailed description. When completed, select “Next”.

### Apply for Permit - Electrical - Residential

\*REQUIRED



#### PERMIT DETAILS

An **Electrical-Residential Permit** is required for each individual building.

- **Description** – In text box below, please provide a detailed description of work performed such as “New 200 amp service, (1) 60 amp feeder to shed, 2 circuits for living room, etc.”

**Note:** At the end of this application, you may need to attach a form if you are the property owner and wish to act as your own general contractor. Please have this document ready. Applicable documents are listed below with relevant links to forms:

#### Applicable Documents

- [Property Owner Statement](#): Required for owners of residential properties who wish to act as their own general contractor.

\* **Permit Type**

\* **Description**

[Back](#)

[Create Template](#)

[Save Draft](#)

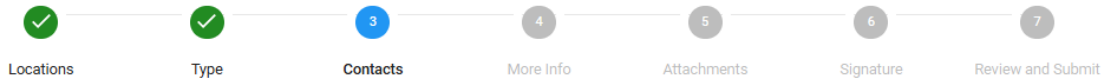
[Next](#)

### Step 3: Contacts

Select the appropriate required contacts by clicking on the contact card.

Apply for Permit - Electrical - Residential

\*REQUIRED



#### CONTACTS

Add all contacts that apply to your project, such as an electrical contractor, property owner, etc. Contacts must be added to the permit for access to invoices, inspections, and approved documents.

Please enter in your contact's name to search for your contact in the system before entering their information manually.

#### Contractor Requirements

Oregon City requires that contractors have the following licensures:

- CCB

**AND**

- Metro Regional Contractor's License **OR** Oregon City business license

License numbers will be verified prior to approval.

The best practice is to search for your contact before entering manually. Select “Add”.

[Back to Application](#)

#### Add Contact

Add Contact As : Property Owner

[Search](#) [Enter Manually](#) [My Favorites](#)

Search

You may have more than one contact. Select the contact card to add additional contacts. When all contacts have been entered, click “Next”.

## Step 4: More Info

Enter all relevant and required information. If applicable, input the contractor's information. Select "Next" to continue.

Branch circuits - new/alt/extension, # of:

With Service or Feeder

Without Service or Feeder

5

### Contractor Information

[Previous Section](#) | [Top](#) | [Main Menu](#)

If you are a Contractor or working with a Contractor, input applicable details.

[Oregon Construction Contractors Board \(CCB\)](#)

CCB License Number

[Building Code Division \(BCD\)](#)

BCD License Number:

Signing Person:

[Back](#)

[Create Template](#)

[Save Draft](#)

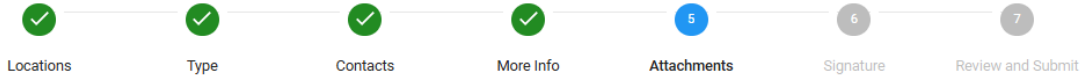
[Next](#)

## Step 5: Attachments

Attach all appropriate and required files by clicking on the attachment card. If additional files need to be added, select the desired file type and click on the card to locate the file to be uploaded. Homeowners that wish to act as their own contractor are required to submit a Property Owner Statement. Once all files have been attached, click next.

Apply for Permit - Electrical - Residential

\*REQUIRED



### Attachments

#### Applicable Documents

- [Property Owner Statement](#): Required for owners of residential properties who wish to act as their own general contractor.

Select Type

Select Type

Other supporting documents

Property Owner Statement

+

Supported: .pdf

Back

Create Template

Save Draft

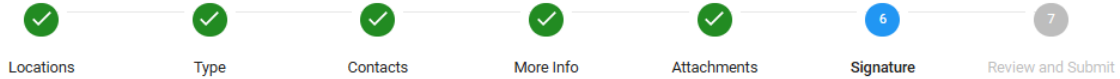
Next

## Step 6: Signature

The applicant must type or scribe their name to proceed.

Apply for Permit - Electrical - Residential

\*REQUIRED



### SIGNATURE

I hereby certify that, to my knowledge, the above information is true and correct. All work performed shall be in accordance with all governing laws and rules. It is the responsibility of the permit holder to request extensions and inspections. Permit expires if work is not started within 180 days of issuance or if work is suspended for 180 days.

**Submittal dates will be based on date of complete application.** Applications are complete once all documents required for review have been submitted and verified.

\* Please type your name as consent to electronically sign this application.

Enable Type Signature ☐

December, 16 2024

X Draw Signature Here

Clear



## Step 7: Review and Submit

Review the information submitted. You may select “Back” to return to previous sections. Once you are satisfied with your submittal, select “Submit”.

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Contractor Information

[Previous Section](#) | [Top](#) | [Main Menu](#)

If you are a Contractor or working with a Contractor, input applicable details.

[Oregon Construction Contractors Board \(CCB\)](#)

CCB License Number

[Building Code Division \(BCD\)](#)

BCD License Number:

Signing Person:

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Attachments

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[Back](#)

[Create Template](#)

[Save Draft](#)

[Submit](#)

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

You will receive a notification that your application was successfully submitted.

### ✔ Your application was successfully submitted!

A copy of the information submitted can be found under "Attachments" titled "Permit Snapshot Report." This is NOT your permit. You may need to refresh your browser to see this attachment.

[Continue to permit](#)

Select “Continue to Permit” to view your submission.

The status of your application will show as “Submitted – Online”. This status will change as your permit is processed. Click on the various tabs to view your submitted information.

Permit Number: BELEC-24-00000

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

Type:	Electrical - Residential	Status:	Submitted - Online	Project Name:	
IVR Number:	000000	Applied Date:	12/16/2024	Issue Date:	
District:	CHD	Assigned To:		Expire Date:	
Finalized Date:					
Description:	Residential permit for 5 new circuits.				

Summary

Locations

Fees

Inspections

Attachments

Contacts

Sub-Records

More Info

<b>Progress</b>	<b>Workflow</b>	<b>Available Actions</b>
<div><div>0% Completed</div><div><div>Completed</div><div>In Progress</div><div>Not Started</div></div></div>	<div><div><input type="radio"/> Issue Permit</div><div><input type="radio"/> Electrical Feeder -</div><div><input type="radio"/> Electrical Rough -</div><div><input type="radio"/> Electrical Service -</div></div>	

You will receive an email once the permit has been reviewed and an invoice has been created. Permits will be issued the day after payment is received. A final email will be sent once the permit has been issued. Inspections may be requested once the permit has been issued.

Please let us know if you have any questions or encounter any issues.

Thank you,

[Oregon City Building Department](#)

695 Warner Parrott Rd

503-722-3789

[permits@orccity.org](mailto:permits@orccity.org)