



**Bureau of  
Development  
Services** FROM CONCEPT  
TO CONSTRUCTION



***City of Portland  
Bureau of Development Services***



***Permits Online User Manual  
Online Permits since 2005***

Updated December 2011



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# Frequently Asked Questions

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## **What is *Permits Online*?**

*Permits Online* is a website developed and maintained by the City of Portland Bureau of Development Services. It provides a quick, easy alternative for contractors and homeowners to purchase simple electrical, mechanical, and plumbing permits that do not require plan review. Forget driving Downtown and finding a place to park – forget waiting in line! Once you have successfully completed your application and your permit has been issued, a copy of your permit will be sent to you via email attachment - that's it – that's all there is to it!

## **When is *Permits Online* available?**

Permits Online is available 24 hours a day, 7 days a week. Like any other website, there is an occasional need for maintenance. We try to schedule maintenance on Saturdays between 7 a.m. and noon. If other non-routine maintenance is required, we will post a message at the top of the BDS Permits Online webpage. We recommend you bookmark this page. (see picture on page 5)

## **How do I access *Permits Online*?**

To access the City of Portland Bureau of Development Services online permitting system use the BDS web address: <http://www.portlandonline.com/bds>, and choose the **Quick Link**, from the list on the left side of the page: [Apply for an Online Permit](#) (see page 4)

## **What are the minimum system requirements to use *Permits Online*?**

1. One of the following browsers:
  - Microsoft Internet Explorer 6.02.28
  - Mozilla Firefox 0.8
  - Netscape 7.1
2. A credit card: VISA or MasterCard
3. A valid email account that accepts PDF attachments

## **Are there any additional fees for using *Permits Online*?**

There are no additional fees for using Permits Online. You pay the exact same permit fees that you would pay if you visited the Development Services Center in the 1900 SW 4<sup>th</sup> Avenue Building to obtain your permits.

## **What payment options are available online?**

At this time, *Permits Online* accepts VISA and MasterCard only.

## **How long does it take to get a permit using *Permits Online*?**

Your permit will be created and entered into the Bureau of Development Services database as soon as you have completed the simple steps in the application process. Once fees are paid, your permit will be issued and you can schedule inspections. You will receive a copy of your permit via PDF email attachment within minutes. Please be sure your email system will accept email attachments from [BDSPermitsOnline@portlandoregon.gov](mailto:BDSPermitsOnline@portlandoregon.gov), or your permit may be rejected by your email server. It may also go to your Junk Email if our address is unknown to your system.

## **What if I need help with my permit?**

If you need additional help, we're just a phone call away. If you have specific questions about your online permit purchase and you need assistance, our helpful permit/technical staff can be reached at (503) 823-7420. ***Permits Online* phone hours are 8:00 am to 4:00 pm Monday – Friday.**

### What permits can I purchase using *Permits Online*?

You may apply for simple plumbing, electrical, and mechanical permits under your own name and licensure. General Contractors may NOT purchase “third party” permits for subcontractors online—you must be the property owner or a contractor specifically licensed to perform the permitted work. It is important to note that permits applied for using *Permits Online* **must not require plan review**.

<b>PERMITS AVAILABLE VIA <i>PERMITS ONLINE</i></b>		
<b>Electrical Permits</b>	<b>Mechanical Permits</b>	<b>Plumbing Permits</b>
<ul style="list-style-type: none"> <li>• Residential Wiring</li> <li>• Manufactured Home Service</li> <li>• Services &amp; Feeders up to 600 amps</li> <li>• Temporary Service Feeders</li> <li>• Branch Circuits, with or without service feeders</li> <li>• Electrical Service Reconnection</li> <li>• Pump or Irrigation Circles</li> <li>• Sign or Outline Lighting</li> <li>• Limited Energy Panel/Signal Circuits</li> <li>• Renewable Energy up to 25 kva</li> </ul>	<p>RESIDENTIAL Installations ONLY:</p> <ul style="list-style-type: none"> <li>• Air Conditioners and Heat Pumps</li> <li>• Furnace/Burner (includes ductwork, vent and liner)</li> <li>• Air Handling Units, Hydronic Hot Water Systems, Boilers, Vents</li> <li>• Gas or Wood Fireplace Inserts</li> <li>• Chimney/Liner/Flue/Vents</li> <li>• Woodstoves, Gas Fireplaces</li> <li>• Exhaust &amp; Venting, Attic Fans</li> <li>• Gas Fuel Piping</li> <li>• Other Appliances—Oil Tanks, Gas or Diesel Generators, Ceramic Kilns</li> </ul>	<ul style="list-style-type: none"> <li>• Rain Drain, Storm Sewer, Water Service Lines (by # of feet)</li> <li>• Catch Basin/Area Drains</li> <li>• Manufactured Home Utilities</li> <li>• All types of plumbing fixtures—washers, ice makers, garbage disposals, drinking fountains, toilets, sinks, tubs/showers, urinals, hose bibs, backwater valves, etc.</li> <li>• Replace In-Building Water Supply Lines (by # of floors)</li> <li>• Commercial Roof drains</li> <li>• Solar Units, Stormwater Tanks</li> </ul>

### What types of permits require plan review?

If any of the following are applicable to your project, then your permit requires plan review and cannot be purchased online:

<b>NOT AVAILABLE VIA <i>PERMITS ONLINE</i></b>		
<b>Electrical Permits</b>	<b>Mechanical Permits</b>	<b>Plumbing Permits</b>
<ul style="list-style-type: none"> <li>• Fire pump</li> <li>• Emergency system</li> <li>• Addition of new motor load of 100 HP or more</li> <li>• Six or more residential units</li> <li>• Health care facilities</li> <li>• Hazardous locations</li> <li>• Service or feeder over 600 amps</li> <li>• Building over three stories</li> <li>• Marinas and boatyards</li> <li>• Floating buildings</li> <li>• Commercial use agricultural buildings</li> <li>• Installation of 75 KVA or larger separately derived system</li> <li>• A, E, 1-2, 1-3 occupancy recreational vehicle parks</li> </ul> <p><b>Note that none of the above are applicable to temporary construction service</b></p>	<ul style="list-style-type: none"> <li>• At this time, Commercial Mechanical Permits are NOT available online.</li> </ul> <p><b>Please note:</b> Refunds will NOT be made on Residential Mechanical Permits purchased for projects deemed COMMERCIAL.</p>	<ul style="list-style-type: none"> <li>• Food service</li> <li>• Medical gas systems</li> <li>• Bathroom/Kitchen packages that are part of a Residential New Single Family Dwelling</li> <li>• Fire Sprinklers</li> <li>• Sewer Connection permits</li> <li>• Sewer caps</li> <li>• Sewer Lines and Sewer Line Repairs</li> </ul>

# Contractor License Requirements

We sell permits according to State of Oregon requirements established by the Oregon Construction Contractors Board (CCB), and the State of Oregon Building Codes Division (BCD), which regulate and license the activities of construction contractors in our state.

**A CCB License is required by all contractors using the *Permits Online* system.** Then, each type of Trade Permit; Mechanical, Plumbing, and Electrical have specific license requirements of its own. Some specialty electrical license holders may purchase limited fixture types online.

## **Mechanical Trade (MT) Permits – ALL FIXTURES**

- CCB License is the only required license for the full list of available fixtures online

## **Plumbing Trade (PT) Permits – ALL FIXTURES**

- CCB License, AND
- BCD Plumbing License with the letters **PB** in it to purchase the full range of plumbing fixtures online

## **Electrical Trade (ET) Permits – ALL FIXTURES**

- CCB License, AND
- BCD Electrical License (has the letter(s) **C, LMS, CPI, CLS, CLR, CRE, BME, LEA, LEB, ST, LME, LMM, LRT, LR, or PS** in it), AND
- BCD Supervising Electrical License (has the letter **S** in it) to purchase the full list of available electrical fixtures online

## **SPECIALTY ELECTRICAL LICENSES / PERMITS:**

### **Electrical (ET) Permits – Limited Energy/Low Voltage (NO Supervising License)**

- CCB License, AND
- BCD Limited Energy License (has the 3 letters **CLE, CLR, CPI, CRE, or LHR** in it)  
Contractors with Limited Energy Electrical Licenses may buy the following 2 fixtures online:
  - Service Reconnect Only, and
  - Limited Energy Panel/Signal Circuits

### **Electrical (ET) Permits – Electrical Signage (NO Supervising License)**

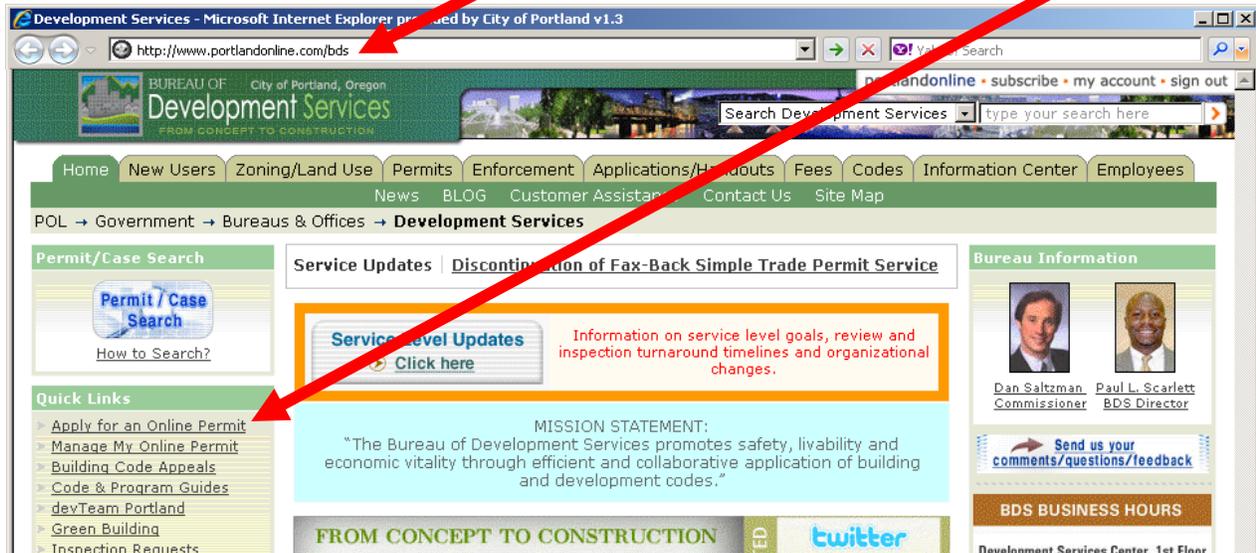
- CCB License, AND
- BCD Journeyman Electrical License (has the letter **J** in it)  
Contractors with Journeyman Electrical Licenses may buy the following 2 fixtures online:
  - Service Reconnect Only, and
  - Sign or Outline Lighting

***At this time Permits Online does not support Landscape Contractor Board (LCB) License Numbers.***

Trade Permits may also be taken out by Home owners doing the work—no licenses required. **Please note** Trade Permits are sole proprietary as issued, and therefore non-transferable.

# Using *Permits Online*

To access *Permits Online* use the BDS web address: <http://www.portlandonline.com/bds>, and choose the **Quick Link**, from the list on the left side of the page: Apply for an Online Permit



After clicking this link, you'll move to the BDS Permits Online Launch Page. Please use this page to 'bookmark', or mark as a 'favorite' in your browser. If there are any special announcements regarding BDS Permits Online service, or any scheduled maintenance outages or disruptions, they will be posted here. We also provide updated links to User Manuals and announce new services available through BDS Permits Online on this page.



# Bookmark the Permits Online Launch Page!

New Features & Service downtime announcements are posted on this page – Bookmark it! It also has links to Frequently Asked Questions, tables showing what permits you can and can't buy online, Contractor License Requirements, how to get a refund, and where to get help with your online permit.

You'll also find links to our Permits Online Customer Manual which has everything you need to know to get the most from the Permits Online system. Print this out and keep for future reference.

**BOOKMARK THIS PAGE**

**Resources and Help Links**

- Frequently Asked Questions
- What Can You Buy Online?
- License Requirements
- Need Help? Need a Refund?

**BUY A PERMIT**

**Start Here**

Click on "**BUY A PERMIT**" to start. It takes you to the Portland Online (POL) Logon Page, where you can:

- Sign In and buy a permit online.
- Create a new account, then buy a permit online

**First Time User?**

Read/Print tips for creating your new (POL) Portland Online User Account.

**USER GUIDES in PDF**

**Permits Online Customer Manual** and links to instructions for any new **Special Features**. Everything you need to use Permits Online

**You Can Now Add Fixtures To Existing Online Permits via BDS Permits Online!**  
See instructions on this new feature NEW

# Portland Online (POL) Logon Page

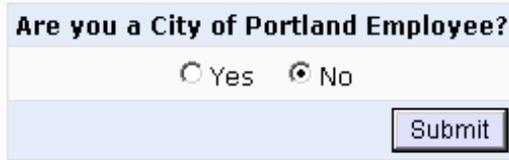
The first time you access the system; you will need to set up a PortlandOnline user account. Your PortlandOnline account will store your contact information as well your user name and password.

The screenshot shows the 'Sign-In Form' in Microsoft Internet Explorer. The browser address bar shows 'https://www.portlandonline.com/bds/internet\_permitting.cfm?login=1'. The page header includes 'DevelopmentServices' and a 'new account' link. The main content area is titled 'Sign-In' and is divided into two sections: 'New to PortlandOnline?' and 'Already a PortlandOnline User?'. The 'New to PortlandOnline?' section contains text about creating an account and a 'Create a New Account' button. The 'Already a PortlandOnline User?' section contains text about signing in, a 'PortlandOnline User Name' field, a 'Password' field, a 'Save Login' section with radio buttons for 'Yes' and 'No', and a 'Sign-In' button. A 'Forgot your user account or password?' link is also present. Three red arrows point from callout boxes to the 'Create a New Account' button, the 'Sign-In' button, and the 'Forgot your user account or password?' link. The callout boxes contain the following text: 'First Time User? Click on "Create a New Account"', 'Returning User? Enter your User Name and Password. Then, Click on "Sign-In" button.', and 'Forget How to Log In? Click here to have your User Name and a new Password sent to you by email.'

- If you are a **new** customer:
  1. Click on the "Create a New Account" button. (See next page "How to create a new PortlandOnline user account")
- If you are a **returning** customer:
  1. Enter your **PortlandOnline User Name** and **Password**.
  2. Click on the "Sign-In" button.
  3. You will move to the Permits Online Welcome Page (Skip to Page 8/9)
- **Forgot** your Account Name or Password?
  1. Click on the "forgotten your user account or password" link. The next screen will ask for your account email address. We will email you your account name and a NEW password.

# How to create a new PortlandOnline (POL) user account

1. If prompted, “Are you a City of Portland Employee?” select “No”.

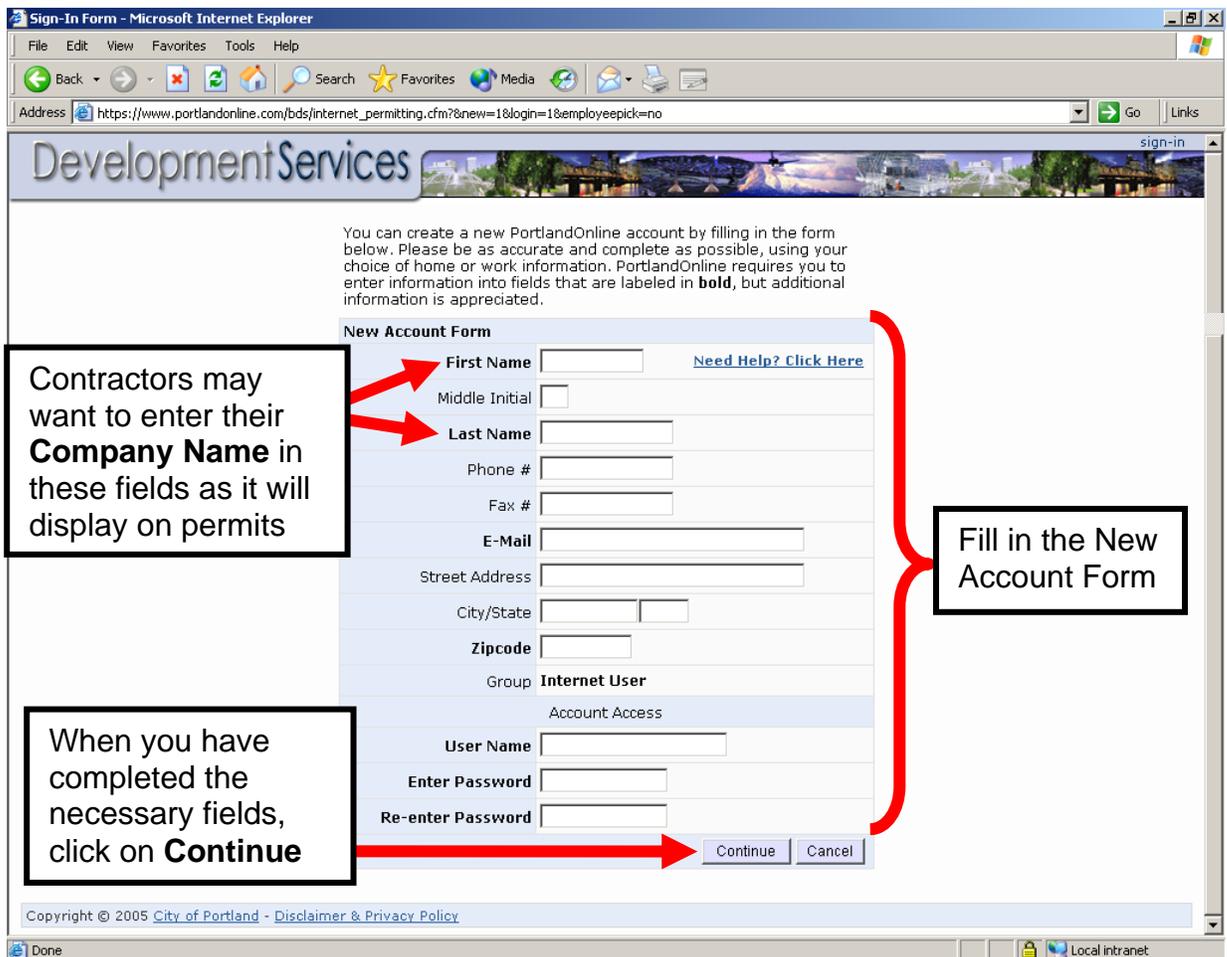


Are you a City of Portland Employee?

Yes  No

Submit

2. Click on the “**Submit**” button.
3. The **New Account Form** will display. All the bold fields are mandatory and must be filled in. However, filling in all the fields will provide us with helpful information in case we need to contact you in the future.
4. Once you have filled in the necessary fields, click on the **Continue** button.



Sign-In Form - Microsoft Internet Explorer

Address: https://www.portlandonline.com/bds/internet\_permitting.cfm?new=1&login=1&employeepick=no

Development Services

You can create a new PortlandOnline account by filling in the form below. Please be as accurate and complete as possible, using your choice of home or work information. PortlandOnline requires you to enter information into fields that are labeled in **bold**, but additional information is appreciated.

**New Account Form**

First Name  [Need Help? Click Here](#)

Middle Initial

**Last Name**

Phone #

Fax #

**E-Mail**

Street Address

City/State

**Zipcode**

Group **Internet User**

Account Access

**User Name**

**Enter Password**

**Re-enter Password**

Continue Cancel

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Done Local intranet

Contractors may want to enter their **Company Name** in these fields as it will display on permits

When you have completed the necessary fields, click on **Continue**

Fill in the New Account Form

You will be prompted to select your role on the project:

Please select the category that best fits your role on the permit:

- A contractor
- A homeowner doing work

If you are a contractor logging in to the system for the first time, you will be prompted to enter your license numbers:

**Confirm CCB and BCD Licence Numbers**

CCB#  Required for all permit types  
BCD#  Required if you are an Electrician or Plumber  
Supervising BCD#  Required if you are an Electrician

**Contractors MUST enter ALL License Numbers or won't see proper permit fixtures online**

ALL contractors MUST enter their CCB License Number

- **Electricians** who work with a Supervising Electrician enter "C" (or other) BCD license (and "S" below)
- **Limited Energy/Sign** contractor enter one 3 letter license (listed below), or "J" type license (signs)
- **Plumbers** enter "PB" license

Supervising Electrician "S" license

NOTE: A CCB License is required by all contractors using the *Permits Online* system. To see the full range of fixtures for any permit type, a BCD License is required if you are an Electrician or Plumber (has letter(s) **C** for electrical or **PB** for plumbing in it). A Supervising BCD License is required if you are an Electrician (has letter **S** in it). **See Page 3 Contractor License Requirements.**

**Limited Energy** electrical permits are also available online. Mandatory licenses required for Low Voltage work include a Construction Contractors Board number (CCB#) and one of the Limited Energy Licenses (has the 3 letters CLE, CLR, CPI, CRE, or LHR in it) in the BCD# field.

**Sign Contractors** can buy electrical permits for sign installations online. Licenses required for Sign or Outline Lighting ET permits include a CCB# and a "J" type license in the BCD# field.

Your license numbers are validated on the State CCB/BCD websites before proceeding to the next screen, so it is very important to enter these numbers just as they appear on your license. Use all capital letters and include any punctuation. If you need help with this, please call 503-823-7420.

Once your license numbers are verified, the blue and white **Welcome Page** will be displayed.

**Development Services**  
Bureau of Development Services[sign-out](#)

## Welcome to the Bureau of Development Services Online Permitting System

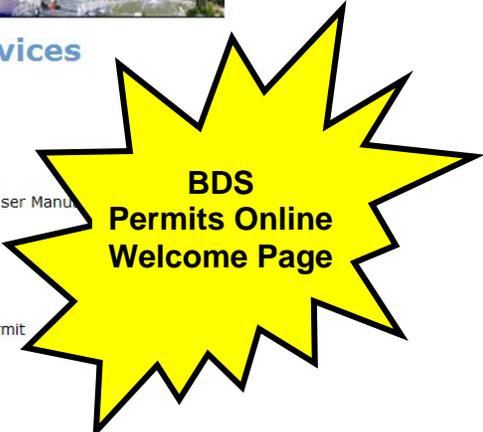
**Resources for Getting Started:**

If you need help with any feature in BDS Permits Online, you'll find links to helpful FAQs, and a complete Online User Manual.

[What is Permits Online?](#)

**Now that you're logged into BDS Permits Online, what would you like to do today?**

- [Apply for a Permit](#) - Follow six easy steps to complete a simple, unreviewed electrical, mechanical, or plumbing permit
- [Manage my Permits](#) - View a list of your active permits, pay for permits, and schedule inspections
- [Add to existing issued internet permit](#) - Add fixtures to an existing issued online permit
- [Finish Incomplete Permits](#) - Finish incomplete permits by updating the work to be done and permit details
- [Look up Permits that have been applied for online](#) - Search for permits by IVR Number, address, or license type
- [Update Personal Information](#) - Contractors can store Credit Card data on our secure site to speed the online payment process.
- [View a List of Permits by Property](#) - Search for permits applied for since January 2000 using BDS Permit/Case Search



# Link to Online Permit Activities on the Welcome Page!

**Development Services**  
Bureau of Development Services

[sign-out](#)

## Welcome to the Bureau of Development Services Online Permitting System

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### The Welcome Page

Has links to all the features available in BDS Permits Online:

- Apply for a Permit
- Add to a Permit
- Schedule Inspections
- Store Credit Card Information
- And More Features!

On the Welcome page, you are presented with a variety of links. Here is a description of each link:

- **What is Permits Online?:** A link to our Permits Online Launch Page. This page has links to all of the resources you'll need to use Permits Online; frequently asked questions, contractor license requirements, how to get a refund, what types of permits can be purchased online, and our Customer Manual which provides instructions for using the *Permits Online* website.
- **Apply for a Permit:** Takes you to Step 1 of the permit application process.
- **Manage my Permits:** See a list of permits that have been applied for, issued, or are in final status. Permits will only be removed from this list seven days after they have reached "Final" status (after Final Inspections are Approved) From this link, you can also schedule inspections or check the status of an inspection, pay for permits, and see details about specific permits. You can also have a copy of any issued permit sent to you again via email.
- **Add to existing issued internet permit.** Allows you to add fixtures to a permit that you previously purchased online. The permit must have been purchased using the City of Portland BDS Permits Online system, and in Under Inspection or Issued status.
- **Finish Incomplete Permits:** Provides a way to complete permits that have been set up but not yet paid for. Permits on this list will be those that successfully finished through Step 3. By Step #4 you will have an IVR number that can be accessed under Manage my Permits.
- **Look up Permits that have been applied for online:** Find permits that have been applied for online. There are several options to search by including address, IVR number, CCB license, and BCD license. Older permits in "Final" status can be found using this tool.
- **Update Personal Information:** Allows contractors to update CCB, BCD, and Supervising BCD license numbers and store and manage credit card numbers. This screen provides instructions to homeowners regarding changing their personal POL account information.
- **View a List of Permits by Property:** Links to the BDS Permit/Case Search tool that provides a way to view non-web based permits by search methods such as address or IVR Number.

# Apply for a Permit ~ Step-By-Step

Now that you're logged into BDS Permits Online, what would you like to do today?

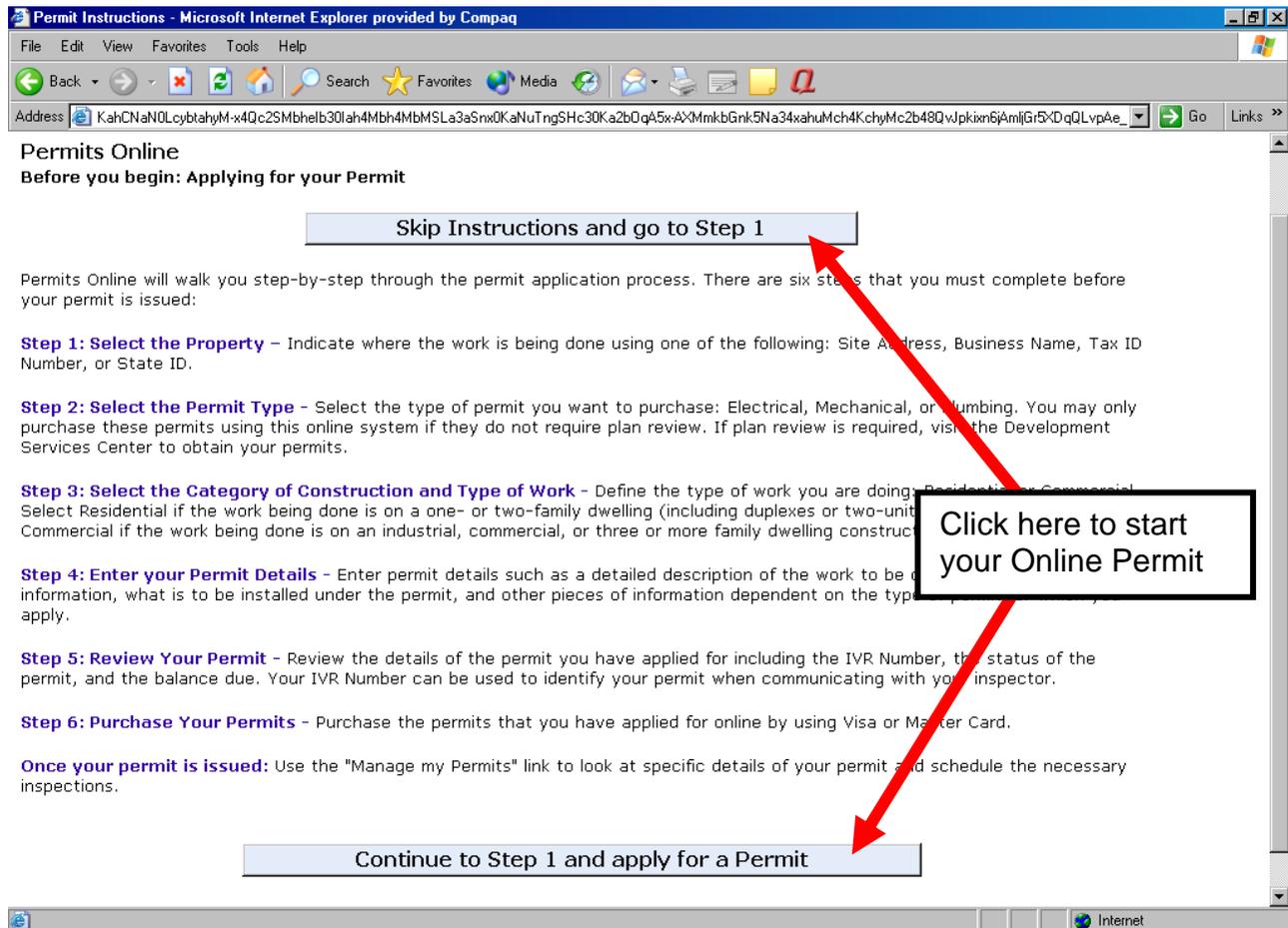
- [Apply for a Permit](#) - Follow six easy steps to complete a simple, unreviewed electrical, mechanical, or plumbing permit
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- [Look up Permits that have been applied for online](#) - Search for permits by IVR Number, Permit Number, or Permit Type
- [Update Personal Information](#) - Contractors can store Credit Card data on our secure website
- [View a List of Permits by Property](#) - Search for permits applied for since January 2000 using BDS Permit/Case Search

From the Welcome Page, click here to start the Online Permit purchase process

## Before you begin

The first screen you will see is the instruction page. There are two options on this screen:

1. Skip the instructions and go to Step 1 by clicking on the button at the top of the page. Returning users can get right to the permit application.
2. Read through the instructions and click on the "Continue to Step 1 and apply for a Permit" button at the bottom of the page to continue on to Step 1. If you're a first time user, we recommend reading the instructions through.



## Step 1: Select the Property

The first step in the application process is to select the address where the work will be done. There are four ways to search for an address:

- 1.A. Search by street address: You may search by any or all of the fields in the street address search row. Enter the number on the building (house number) into the “Street Address” field, then tab to the “Direction” field. Use the pull down menu to select NW, SE, etc. Then, enter the “Street Name”. You may also enter “Type”, and “Unit Number” if that applies.

**Example Property Search**

By address entry:

- Street Number—12345
- Direction—SE
- Street Name—Market

**Click on Find Properties that match the above criteria button to search**

**You will then see the property listed below. Check the box to select it, then Continue to step 2 button**

Direction	Street	Street Type	Unit Type	Unit	Pr
<input checked="" type="checkbox"/>	12345 SE	MARKET	ST		

### SEARCH TIPS:

- Enter only the house number and street direction, and then click on the **Find Properties that match the above criteria** button. You will get a list of addresses with the matching house number in that area. This is the easiest, most reliable method to find an address.
  - If you enter only a street name, you will get a list of addresses on that particular street.
- 1.B. “Search by Business name”: To search by business name, enter the business name or the first few letters of the business name. To narrow down your results, enter a street name as well. Then click on the **Find Properties that match...** button.
- 1.C. Search by Tax ID Number: To search by your Tax ID Number, enter the Account Number provided by Multnomah County on the annual property tax statement. The number begins with a capital “R” and contains six digits. Then click on **Find Properties that match...**
- 1.D. Search by your State ID Number: Enter your State ID number and include 2 spaces between the first section of numbers/letters and the second section of numbers. Make sure all letters are capitalized. Then click on **Find Properties that match...**

## Step 1 Continued: Select the Property – Working With a List

Based on your search, a list of addresses may display on the page. If you've chosen only house number and street direction, you will see a list of properties. Note that there is a limit to the number of properties that will display on the web page. If you go over that limit, you will see a message like this, and will need to narrow your search criteria by adding more information, like street name:

**RESULT: Too many addresses were found (##). Please refine your search.**

Once you find the address you want, click in the box to the left of the address. A “✓” will be inserted. If you see duplicate addresses, select only one. It is important to note that an identical permit will be created for each address that you select.

Please use one of the search methods below to find the property for which you want to apply for a permit.

1. Search by street address:

Street Number:  Direction:  Street Name:  Street Type:  Unit Number:

2. Search by Business name:  Street Name:

3. Search by Tax ID Number (your tax Rnumber):  (For example: R232323)

4. Search by your State ID Number:  (For example: SE19XX 77777)

Please select the correct address from the list below by clicking in the checkbox to the left of the address. If duplicate addresses are listed, select one from the list. **Note that a permit will be created for each address you select from the list.**

<input type="checkbox"/>	House	Direction	Street	Street Type	Unit Type	Unit
<input type="checkbox"/>	12345	SE	BUSH	ST		
<input type="checkbox"/>	12345	SE	BYBEE	BLVD		
<input type="checkbox"/>	12345	SE	FLAVEL	ST		
<input type="checkbox"/>	12345	SE	HOLGATE	BLVD		
<input type="checkbox"/>	12345	SE	IVON	CT		
<input type="checkbox"/>	12345	SE	LONG	ST		
<input type="checkbox"/>	12345	SE	MAIN	ST		
<input checked="" type="checkbox"/>	12345	SE	MARKET	ST		
<input type="checkbox"/>	12345	SE	MILL	ST		
<input type="checkbox"/>	12345	SE	REEDWAY	ST		
<input type="checkbox"/>	12345	SE	SCHILLER	ST		
<input type="checkbox"/>	12345	SE	STARK	ST		

Verify the address before continuing on to the next step. If the address is incorrect, please clear the selected addresses and search for the address again.

**Example Property Search**  
By street/direction entry:

- Street Number—12345
- Direction—SE

**Click on Find Properties that match the above criteria button to search**

**You will then see a list of properties matching street number/direction from which to choose. Choose only ONE**

**Check the box to select the property you need for your permit. Then, Continue to step 2 button**

1.E. Once you have selected your job address, click on the **Continue to Step 2** button.

## Step 2: Select the Permit Type

By Step 2, you will see that your name and the site address are displayed at the top of the screen. As you proceed through the application process you will notice that your permit information will display at the top of the page.

At Step 2 you select the type of permit. You can select from Electrical, Mechanical, or Plumbing by clicking on the words listed in the “Pick Permit Type” box. If you need to go back and change your property, use the **Change Property** button at the bottom of the page.

### SAMPLE RESIDENTIAL ELECTRICAL PERMIT

Development Services  
Bureau of Development Services

Permits Online  
Step 2 of 6: Select the Permit Type  
Name: Shonya, Martha  
Step 1 - Address: 12345 SE MARKET ST PORTLAND OR 97233

Please select the type of permit you wish to apply for from the list below.

Pick Permit Type  
Electrical Permit  
Mechanical Permit  
Plumbing Permit

Continue to step 3

Change Property

Sample Residential Electrical Permit

As you move through the online process you see your permit details “build” with each step. You see which step you’re on, and what you’ve chosen for each previous step. At Step 2, you see your name and the job address you chose.

#### Step 2—

You see a list of Permit Types from which to choose—Electrical, Mechanical or Plumbing. You may **Choose only ONE** from the list.

Click the type of permit you need Then, **Continue to step 3** button

Once you have selected your Permit Type, it will be highlighted with a blue background. Click on the **Continue to step 3** button.

### Step 3: Select the Category of Construction and Type of Work

At Step 3 you choose the Category of Construction and Type of Work.

**Category of Construction:**

**Residential 1 & 2 Family:** applies only to **houses, duplexes and two-unit rowhouses.**

**Commercial/Multifamily:** applies only to **tri-plexes, apartments, condominiums, rowhouse developments with three or more attached units as well as other commercial projects such as offices, retail, manufacturing, warehouses, etc.**

**Type of Work:**

**Addition/Alteration/Replacement** applies only to **work on existing structures**

**New Construction:** applies only to **work on new, ground-up construction, not involving any existing structure.**

#### SAMPLE RESIDENTIAL ELECTRICAL PERMIT

Development Services  
Bureau of Development Services

Permits Online  
Step 3 of 6: Select the Category of Construction and Type of Work

**Permit Application Summary:**

**Name:** Shonya, Martha  
**Step 1 - Address:** 12345 SE MARKET ST PORTLAND OR 97233  
**Step 2 - Permit Type:** Electrical Permit

Please select the Category of Construction from the list below:

**Pick Category of Construction**  
Residential 1 & 2 Family  
Commercial/Multifamily

Please select the Type of Work from the list below:

**Pick Type of Work**  
Addition/Alteration/Replacement  
New Construction

Please note: Continuing on to Step 4 will create your permit. You will not be able to change your permit type, category of construction, or type of work. Please verify your selections in Steps 1, 2, and 3 above before proceeding. If your permit is set up in error and you need it cancelled, please contact the Development Services Center at 503-823-7420.

Continue to step 4

Back to Pick Permit Type

Sample Residential Electrical Permit

Your permit details continue to “build” through each step. This is shown in the **Permit Application Summary** section. At Step 3, you see your name, the job address, and Permit Type you chose.

**Step 3—** Choose Residential or Commercial and Addition/Alteration or New Construction. **Choose only ONE** from each list. Click the Category and Type you need for your permit. Then, **Continue to step 4** button

Once you have selected your Category of Construction and Type of Work, your choice will be highlighted with a blue background. Choose one only from each list. Click on the **Continue to step 4** button.

## Step 4: Enter your Permit Details

Step 4 is the online permit application, where you will choose “fixtures” or “items” for your Electrical, Mechanical, or Plumbing permit. First, you must enter a description of the work to be performed. It is important to be as specific as possible. This field is limited to 255 characters.

The next field is for you to provide any details about the property location. A business name, building floor, or any other information an inspector might need to find your job site. Some examples are provided showing the kind of information that you’ll need to enter.

At this point, if you find you’ve made an error in any steps 1 through 4, **STOP NOW**. Scroll to the bottom of the page and use the **Apply For Another Permit** button and start over. (A picture of this button is shown on the following page)



### SAMPLE RESIDENTIAL ELECTRICAL PERMIT

**Development Services**  
Bureau of Development Services

**Permits Online**  
Step 4 of 6: Enter Permit Details

**Permit Application Summary:**

**Name:** Shonya, Martha  
**Step 1 - Address:** 12345 SE MARKET ST PORTLAND OR 97233  
**Step 2 - Permit Type:** Electrical Permit  
**Step 3 - Category of Construction:** Residential 1 & 2 Family  
**Step 3 - Type of Work:** Addition/Alteration/Replacement  
**Step 4 - IVR Number:** 3047370

Please provide complete, accurate information on this page. Failure to do so may result in the delay or prevention of your inspection(s).

**WORK DESCRIPTION (MANDATORY):** Provide complete description of work to be performed. (For example - "New 200 amp electrical service", or "Replace hot water heater", or "Repair 2 exterior hose bibbs")

This field is limited to 255 characters. You have typed 0 characters

**WORK LOCATION:** Provide the specific work location and area of work within the structure of work. (For example - "New sink in master bathroom", or "Electrical work in manager's office")

This field is limited to 90 characters. You have typed 0 characters

Items to be Installed Under Permit - Please enter the number of items in the "Quantity" column and include any additional comments about the item in the "Remarks" column:

Item	Quantity	Remarks
RES Wir: First 1000 sf or less	0	Only use if "RES Wir: First 1000 sf or less" = 1
RES Wir: First 1000 sf or less	0	Only use if "RES Wir: First 1000 sf or less" = 1
	0	

**If you don't see any items listed here—we don't have your license numbers!**

Sample Residential Electrical Permit

Your permit details are listed in the **Permit Application Summary**

At Step 4, you now also see the permit **IVR Number**

**The IVR Number** is used to identify your permit and order inspections—please make a note of it!

**Step 4—**

Enter the description of work that you will perform at the job site. Be specific.

Enter work location detail: building floor, name of business, room in home, etc.

Choose “fixture” or “item” quantities for the work you will perform

## Step 4 Continued: Enter your Permit Details

Next, enter the number or amount of “fixtures” or “items” to be installed under this permit. This list will vary based on the type of permit you’ve selected and your license scope. The example below shows a list of Electrical permit fixture/items. Plumbing and Mechanical permits have different fixture/item lists for online purchase, which reflect plumbing and mechanical installations/repairs.

For Contractors, these “fixture” lists are also trimmed based on your license type. For example, Low Voltage Electrical Contractors will see only 2 fixtures on the list for Electrical permits:

- Service Reconnect Only
- Ltd Energy Panel/Signal Circuits

IF THIS LIST IS INCOMPLETE OR MISSING ENTIRELY, MAKE SURE YOU HAVE CHOSEN THE RIGHT PERMIT TYPE FOR YOUR LICENSE TYPE, AND VERIFY THAT YOUR LICENSE NUMBERS ARE ENTERED CORRECTLY. (Plumbers will see NO Electrical fixtures. Electricians will see NO Plumbing fixtures. Mechanical Contractors will see nothing on Electrical or Plumbing permits) **Call the Permit Hotline (503) 823-7420 if you don’t see the fixtures you need.**

### SAMPLE RESIDENTIAL ELECTRICAL PERMIT

Items to be Installed Under this Permit - Please enter the number of items in the "Quantity" column and the item in the "Remarks" column:

Item	Quantity	Remarks
Res Wir: 1,000 sf or less	<input type="text" value="0"/>	
Res Wir: Each Add 500 sf or part	<input type="text" value="0"/>	Only use if "RES Wir: First 1000 sf or less" = 1
Res Wir: Limited Energy	<input type="text" value="0"/>	Only use if "RES Wir: First 1000 sf or less" = 1
Res Wir: Manu Home Service or Feeder	<input type="text" value="0"/>	
Svc/Fdr, 200 amps	<input type="text" value="1"/>	
Svc/Fdr, 201 to 400 amps	<input type="text" value="0"/>	
Svc/Fdr, 401 to 600 amps	<input type="text" value="0"/>	Not available online if fault current exceeds 10,000 amperes
Service Reconnect Only	<input type="text" value="0"/>	
Temp Svc/Fdr, 200 amps or less	<input type="text" value="0"/>	
Temp Svc/Fdr, 201 to 400 amps	<input type="text" value="0"/>	
Temp Svc/Fdr, 401 to 600 amps	<input type="text" value="0"/>	
Temp Svc/Fdr, 601 to 1000 amps	<input type="text" value="0"/>	
Temp Svc/Fdr, Over 1,000 A/V	<input type="text" value="0"/>	
Branch Circuit with Svc/Fdr	<input type="text" value="2"/>	Must only be purchased with "Svc/Fdr"
1st Branch Circuit w/o Svc or Fdr	<input type="text" value="0"/>	
Each Add. Branch Circuit w/o Svc or Fdr	<input type="text" value="0"/>	Must only be purchased with "Svc/Fdr"
Pump or Irrigation Circle	<input type="text" value="0"/>	
Sign or Outline Lighting	<input type="text" value="0"/>	
Ltd Energy Panel/Signal Circuits	<input type="text" value="0"/>	See ORS 479.905 for specific license limitations
Renewable Energy: 5 kva or less	<input type="text" value="0"/>	
Renewable Energy: 5.01-15 kva	<input type="text" value="0"/>	
Renewable Energy: 15.01-25 kva	<input type="text" value="0"/>	

If you don't see any items listed here—we don't have your license numbers!

**Step 4—Choosing “fixture” quantities**  
Enter numbers for each “fixture” or “item” you need for your permit.

In this example Electrical Permit, we’re buying 1 service feeder and 2 branch circuits. Enter amounts for the items you need for your job—and that match your permit type and work description. Then,

**Continue to step 5 button**

**Continue to step 5**

**Apply for another Permit**

**Sample Residential Electrical Permit**

Once you have entered your permit details click on the **Continue to step 5** button.

## Step 5: Review your Permit

This is the final step before payment. Verify ALL the information on this page prior to selecting permits for payment. If you need to change any permit detail or “fixture/item” selections, click on the “Edit” link in the right column of your permit list. This will take you back to the Step 4 screen and allow you to choose different or more fixture/items. Fees will be recalculated based on your new choices when you click on the **Continue to permit summary** button.

Note: you can only change the information on the Step 4 screen using the “Edit” button—work description, location, and installation fixture/items. If your permit type, job address, category of construction, or type of work are not correct, **STOP** Do not pay for the permit. Click on the **Apply for Another Permit** button and start again.



We regularly delete any incomplete “permit mistakes” from the system, so don’t worry about creating a permit that isn’t “quite right”. Be sure to leave it unpaid, and we’ll clean it up for you.

### SAMPLE RESIDENTIAL ELECTRICAL PERMIT

**Development Services**  
Bureau of Development Services

**Permits Online**  
Step 5 of 6: Review your Permits  
Permit Application Summary:

**Name:** Shonya, Martha  
**Step 1 - Address:** 12345 SE MARKET ST PORTLAND OR 97233  
**Step 2 - Permit Type:** Electrical Permit  
**Step 3 - Category of Construction:** Residential 1 & 2 Family  
**Step 3 - Type of Work:** Addition/Alteration/Replacement  
**Step 4 - IVR Number:** 3047370

**Sample Residential Electrical Permit**

Check to Pay	IVR Number/Folder Number	Site Address	Work Description	Balance	Status	Edit Selections
<input checked="" type="checkbox"/>	IVR: 3047370 Permit: 11 123004 000 00 ET	12345 SE MARKET ST	Addition/Alteration/Replacement	\$172.48	Internet Permit	<a href="#">Edit</a>
				<b>\$172.48</b>		

To edit this permit: Please use the "Edit" link in the "Edit Selections" column above.

To pay for your permit: Please use the "Pay Selected Items" button to obtain permits you have obtained in previous sessions, use the "Pay for Multiple Permits" button.

To apply for another permit: Please use the "Apply for another Permit" button. This button will only allow you to view your current permit.

Make a mistake on the address, or any item listed here in the **Permit Application Summary**? Click here to start over with a brand new permit from Step 1.

Just need to change your “fixture/item” selections? Click here to choose those again. You can also edit the permit description of work and location info. Fees will recalculate automatically.

## Step 6: Pay for your Permit ~ The Payment Gateway

The last step is to pay for the permit using your VISA or MasterCard. You must enter data on the first 3 lines of this page only. Verify the **Card Type**, **Card Number**, and **Card Expiration** you've entered prior to clicking on the "Submit" button. Do NOT add spaces or dashes in your card number entry. DO NOT HIT THE SUBMIT BUTTON MORE THAN ONCE, this may generate duplicate charges to your credit card.

**Development Services**  
Bureau of Development Services

**Permits Online**  
Step 6 of 6: Pay for your Permits

**Sample Residential Electrical Permit**

**Permit Application Summary:**  
**Name:** Shonya, Martha  
**Step 1 - Address:** 12345 SE MARKET ST PORTLAND OR 97233  
**Step 2 - Permit Type:** Electrical Permit  
**Step 3 - Category of Construction:** Residential 1 & 2 Family  
**Step 3 - Type of Work:** Addition/Alteration/Replacement  
**Step 4 - IVR Number:** 3047370

Amount Due: **\$172.48**

Card Type:

Card Number:

Card Expiration (MM/YY):

Cardholder First Name:

Cardholder Last Name:

By clicking the "Submit" button below and paying for the online permit(s) represented by this fee, as Applicant I hereby affirm that:

1. I have fully described the scope and physical location of work contained in the permit(s);
2. The fixtures I have selected are accurate as to the actual work to be performed at this address; and
3. I am properly licensed to execute the parameters of this permit, or am a direct owner and occupant of this property which is not for sale, lease, or rent.

**IF YOU NEED A REFUND, PLEASE KNOW:**

You will need to complete and submit a Refund Request Form, if permit fees are paid by customers due to an error on the part of the City. This policy applies to **all permits purchased in error by customers, with the exception of those listed below.**

**Refunds of up to 80% may be issued:** If the City services covered by the permit were not performed at the time a Refund Request is received by the City.

**NO Refunds will be issued:** If the City services covered by the permit were performed at the time a Refund Request is received by the City; or if a residential mechanical permit was issued.

These 3 fields are required for payment  
Select **Card Type** and **Card Expiration** using the dropdown lists.  
**Numbers only!** No dashes or spaces when entering your Card Number  
Then, Click on the **Submit** button

**By clicking on "Submit", you affirm that—**

- You have fully described the scope and physical location of the work under your permit
- The fixtures you have chosen are accurate as to the actual work being performed, and
- You are properly licensed to execute the parameters of this permit, or are an owner occupant of the property

**General Contractors may NOT purchase permits for their subcontractors online! "Third Party" permit purchases must be made in person or by mail.**

Remember, if you need help, or to report any customer issues connecting to BDS Permits Online or the Payment Gateway, please call the Permits Online Help Line at 503-823-7420. **We answer this phone between 8:00 and 4:00 Monday – Friday.**

You can also send an email to us at:  
[BDSPermitsOnline@portlandoregon.gov](mailto:BDSPermitsOnline@portlandoregon.gov)

## Step 6 Continued: Pay for your Permit ~ The Payment Receipt

### Print the Receipt Page

When your payment is accepted, you will then move to a Receipt Page which tells you, "Your Payment was Successful" and lists your payment details. **PRINT THIS PAGE**, it is your receipt. Your permit will then be emailed to you shortly, but permits do not include a receipt, fee amount, or payment information so please remember to print the receipt page.

### Once Your Payment is Complete...

You will receive a copy of your permit via PDF email attachment within minutes. Please be sure your email system will accept email attachments from [BDSPermitsOnline@portlandoregon.gov](mailto:BDSPermitsOnline@portlandoregon.gov), or your permit may be rejected by your email server. It may also go to your Junk Email if our address is unknown to your Internet Service Provider or restricted by security settings in your system.

**Development Services**  
Bureau of Development Services

Thank you for your payment of \$172.48  
Please print this page, it is your receipt.

Your permit will be emailed to you within the next hour. If you do not receive your permit, please call the Bureau of Development Services. Once you receive your permit, please print it and have it available for your inspector.

**Name:** Martha Shonya  
**Email Address:** martha.shonya@portlandoregon.gov  
**Date:** 2011-12-13 16:28:18  
**Payment Amount:** \$172.48

Folder Number	IVR Number	PaymentNumber	Description	Address
11 123004 000 00 ET	3047370	435966	Electrical Permit (Residential 1 & 2 Family Addition/Alteration/Replacement)	12345 MARKET ST

Regarding the permit(s) listed above, as Applicant I have affirmed the following:

1. I have fully described the scope and physical location of work contained in the permit.
2. The fixtures I have selected are accurate as to the actual work to be performed at this location.
3. I am properly licensed to execute the parameters of this permit, or am a direct owner of the property.

**IF YOU NEED A REFUND, PLEASE KNOW:**

You will need to complete and submit a Refund Request Form. These can be found on the City of Portland website. Refund fees are paid by customers due to an error on the part of the City of Portland, the City of Portland is not responsible for refund fees. Refunds are issued to all permits purchased in error by customers, where the City was not at fault in a refundable situation.

**Refunds of up to 80% may be issued:** If the City services covered by the customer fees (review or inspections) HAVE NOT yet begun or have not been performed at the time a Refund Request is received by the City

**NO Refunds will be issued:** If the City services covered by the customer fees (review or inspections) HAVE begun or have been performed at the time a Refund Request is received by the City; or if a residential mechanical permit is purchased, where the project is deemed commercial.

**TO SCHEDULE AN INSPECTION:**

Click on the "Manage My Permits" button. From the Manage My Permits screen, click on the "Summary" link. Then, click on one of the "schedule" buttons to request the inspections you want.

[Home](#)   [Manage My Permits](#)   [Apply for another Permit](#)   [Sign-Out](#)

Print This Page!

#### THIS IS YOUR RECEIPT

- Note your IVR Number, you will use this to order inspections
- Information on Refunds and how much you may expect to receive

#### Use **Manage My Permits** link for your online permits:

- Verify an IVR number or address on a permit
- Schedule Inspections
- Have a second permit copy emailed to you
- Pay for a permit you created online

# Features Available in *Manage My Permits*

Manage My Permits displays a list of all the permits you've recently created online. It will show permits that have been applied for, issued, under inspection, or are in final status. Permits will be removed from the list 7 days after reaching "Final" status (after Final Inspections are Approved)

The listing displays each Permit and IVR Number, the Site Address, Issue Date (if issued), the Work Description, Balance (unpaid fees), permit Status, and a link to the permit **Summary** page.

From this page you can pay for permits if a Balance is showing. From the **Summary** link, you can schedule inspections or check the status of an inspection, and see details about specific permits. You can also have a copy of any issued permit sent to you again via email.

**Development Services**  
Bureau of Development Services

**Permit Status**

Shown below is a list of the permits that you have applied for using Permits Online. (Note: Permits applied for in the Development Services Center may also be listed here.) Using this screen, you can view a summary list of your permits, pay for your permit(s), and find links to more detailed information on your permits.

**Paying for your Permit:** To pay for your permit(s), check the box to the left of each permit that you want to pay for now. Once you have selected the permit(s) you wish to pay for, click on the "Pay Selected Items" button. If all of the fees have been paid on a permit, the "Amount Due" field will display "0.00" and there will be no check box in the "Check to Pay" column.

Check to Pay	IVR Number/Folder Number	Site Address	Issue Date	Work Description	Balance	Status	Summary Schedule
<input type="checkbox"/>	IVR: 3023889 Permit: 10 104043 000 00 PT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3023888 Permit: 10 104042 000 00 MT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replace (MT)	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3023887	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3023881 Permit: 10 104035 000 00 MT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3023720 Permit: 10 103879 000 00 PT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3023706 Permit: 10 103865 000 00 PT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3023705 Permit: 10 103864 000 00 PT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 3022100 Permit: 10 103837 000 00 PT	3081 NW FRONT AVE	NOV 16, 2010	Addition/Alteration/Replacement	\$0.00	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 2977042 Permit: 10 103762 000 00 PT	3083 NE REGENTS DR	OCT 14, 2010	Addition/Alteration/Replacement	\$430.08	Issued	<a href="#">Summary</a>
<input checked="" type="checkbox"/>	IVR: 2977041 Permit: 10 103761 000 00 ET	3083 NE REGENTS DR	OCT 14, 2010	Addition/Alteration/Replacement	\$207.20	Issued	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 2970514 Permit: 10 103760 000 00 MT	3083 NW MONTANA LOOP	OCT 14, 2010	Addition/Alteration/Replace (MT)	\$0.00	Under Inspection	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 2909603 Permit: 10 103443 000 00 PT	3083 NE REGENTS DR		New Construction	\$896.00	Internet Permit	<a href="#">Summary</a>
<input type="checkbox"/>	IVR: 2909600 Permit: 10 103440 000 00 ET	3083 NE REGENTS DR		New Construction	\$406.56	Internet Permit	<a href="#">Summary</a>
					<b>\$207.20</b>		

# The Permit Summary Page

sign-out



### Permit Summary

Name:	Shonya, Martha
IVR Number:	3029725
Permit Number:	10 203400 000 00 ET
Type:	Electrical Permit
Status:	Issued
Description:	TEST ONLINE ELECTRICAL PERMIT
Date Application Received:	Dec 22, 2010
Issue Date:	Dec 22, 2010
Expiration Date:	Jun 20, 2011
Final Date:	
Site Address:	12345 SE MARKET ST
Location Details:	
Tax ID Number:	R331919

**Permit Info**

Permit Source: [Internet](#)

Items To Be Covered Under This Permit

	Quantity	Remark
<b>Elec 2: Services &amp; Feeders</b>		
Svc/Fdr, 200 amps\5 kva or less	1	
<b>Elec 4: Branch Circuits</b>		
Branch Circuit with Svc/Fdr	2	Must only be purchased with "SVC/FDR"

**Activities**

Activity	Activity Status	Schedule Date	Completed Date	Staff Contact	Schedule	Cancel Inspection
105 Cover - Electrical	Open				schedule	Cancel
107 Cover-Elec Infloor Heat	Open				schedule	Cancel
110 Underground - Electrical	Open				schedule	Cancel
111 Elec Svc Reconnect	Open				schedule	Cancel
115 Temporary Electrical Service	Open				schedule	Cancel
120 Permanent Elec Svc/Reconnect	Open				schedule	Cancel
125 Low Voltage/Alarm	Open				schedule	Cancel
130 Adult Foster Care	Open				schedule	Cancel
135 Hot Tub/Spa/Swimming Pool	Open				schedule	Cancel
145 Circuits/Feeders	Open				schedule	Cancel
150 Generator/Transfer Switch	Open				schedule	Cancel
155 Other/Consultation - Electrical	Open				schedule	Cancel
199 Final - Electrical	Open				schedule	Cancel
Letter of Intent to Expire	Open	Jun 20, 2011				

**Permit Fees**

IVR Number	Fee Description	Fee Amount	Paid?
3029725	Electrical Permit RS		Y
3029725	Electrical Permit St Sur	\$159.04	Y
<b>Balance Due</b>		\$0.00	

This section shows the basic permit details, IVR Number, Job Address, type of permit, Issue and Expiration dates if the permit has been issued.

This section lists the quantity of each fixture or item included in the permit

This box lists all inspection activity based on permit type. To request inspections click on the **schedule** button for the inspection you want. These buttons are active ONLY if all permit fees are paid

Sample Residential Electrical Permit

To schedule the inspection: **199 Final - Electrical**, click this **schedule** button

You can have a permit copy emailed to you if it is issued and no fees are due—click on **Email Permit**, this message box will pop up, your permit will arrive in your Inbox shortly



# Scheduling Inspections Online

From the Permit Summary Page, you will see this screen open after clicking on the Schedule button next to any open inspection. Although you will see many inspections listed on the Summary Page, on most simple Trade Permits (Plumbing, Electrical, Mechanical), you will only need to schedule a Final Inspection. Our inspectors start their day early—to schedule or cancel a same day inspection, you must enter your request no later than 6:00 a.m.

In this example, the **schedule** button was clicked for **199 Final – Electrical** Inspection. You will need to fill out the Contact Name, Contact Phone Number, the Date you'd like your inspection, and you may also request AM or PM inspection. There is NO guarantee that an inspector will be able to honor this request, but they will try. You may also enter some text for an Inspector that will appear on his Inspection Request card. If there is something an inspector should know, you can type it in the comments box. This is totally optional. Then, click the **Schedule Inspection** button.

**Development Services**  
Bureau of Development Services

**IVR Number:** 3047370  
**Site Address:** 12345 SE MARKET ST  
**Permit Type:** Electrical Permit  
**Permit Status:** Issued

**Inspection Request for Inspection:** 199 Final - Electrical

Contact Name:   
Enter Contact Phone Number (example 5038936666):   
Select the date of the inspection:   
Select AM or PM or Either:   
Lock Box#:

Comments:  
This field is limited to 140 characters. You have typed 26 characters

**Complete these fields to schedule your inspection. The inspector will need some contact information**

**Then, click on Schedule Inspection. You will then see the confirmation screen. It shows the details of the inspection you've just scheduled**

**Development Services**  
Bureau of Development Services

**IVR Number:** 3047370  
**Site Address:** 12345 SE MARKET ST  
**Permit Type:** Electrical Permit  
**Permit Status:** Issued

**Inspection Request for Inspection:** 199 Final - Electrical

Your inspection has been confirmed for 12-22-2011.  
Your confirmation number is 105666

**If this is not the inspection you wanted, or you need another inspection on this permit, click on My Permit Details, and choose the Summary page again to cancel and/or request another inspection**

# Cancelling Scheduled Inspections Online

On the Summary Page, you will see the inspections that are scheduled on your permit. To cancel an inspection, click on the Cancel button in the Cancel Inspection column. The confirmation page will appear with your inspection cancellation details. To request more or different inspections, you can always choose any inspection(s) from the Summary page when you are ready for them.

If you need to cancel or change any inspection request on the day of your inspection, you cannot do this online! Please call Commercial or Residential Inspections

To schedule or cancel a same day inspection, you must enter your request no later than 6:00 a.m. to reach the inspector before he goes out into the field for the day. After 6:00 a.m., call the BDS Inspections Division at: (503) 823-7388 for Residential jobs (503) 823-7303 for Commercial jobs

	Quantity	Remark
<b>Elec 2: Services &amp; Feeders</b>		
Svc/Fdr, 200 amps\5 kva or less	1	
<b>Elec 4: Branch Circuits</b>		
Branch Circuit with Svc/Fdr	2	Must only be purchased with "SVC/FDR"

Activity	Activity Status	Schedule Date	Completed Date	Staff Contact	Schedule	Cancel Inspection
105 Cover - Electrical	Open				schedule	Cancel
107 Cover-Elec Infloor Heat	Open				schedule	Cancel
110 Underground - Electrical	Open				schedule	Cancel
111 Elec Svc Reconnect	Open				schedule	Cancel
115 Temporary Electrical Service	Open				schedule	Cancel
120 Permanent Elec Svc/Reconnect	Open				schedule	Cancel
125 Low Voltage/Alarm	Open				schedule	Cancel
130 Adult Foster Care	Open				schedule	Cancel
135 Hot Tub/Spa/Swimming Pool	Open				schedule	Cancel
145 Circuits/Feeders	Open				schedule	Cancel
150 Generator/Transfer Switch	Open				schedule	Cancel
155 Other/Consultation - Electrical	Open				schedule	Cancel
199 Final - Electrical	Open	Dec 28, 2010		ELECTRICAL INSPECTIONS	schedule	Cancel
Letter of Intent to Expire	Open	Jun 20, 2011		ELECTRICAL INSPECTIONS		

An inspection has already been scheduled for that permit/code/date/time

IVR Number	Fee Description	Fee Amount	Paid?
3029725	Electrical Permit RS	\$0.01	Y
3029725	Electrical Permit St Sur	\$0.01	Y
	<b>Balance Due</b>	<b>\$0.00</b>	

My Permits   Home   Email Permit

Click here to cancel your scheduled inspection if it is scheduled for tomorrow or later. For same day changes, you must call.

The confirmation page will show your inspection has been cancelled. Click on **My Permit Details** and the **Summary** page to choose again.

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IVR Number: 3029725  
Site Address: 12345 SE MARKET ST  
Permit Type: Electrical Permit  
Permit Status: Issued

Inspection Request Cancellation for Inspection: 199 Final - Electrical

Your inspection has been cancelled.

My Permit Details   My Permits

# New Feature ~ Add to an Existing Online Permit

## Here are the basics on how the new “add on” feature works:

- Applies only to Electrical, Plumbing, or Mechanical Trade Permits (ET, PT or MT type)
- The permit must have been originally created and purchased using BDS Permits Online
- Permits must be in Issued or Under Inspection status
- Click on the new link called “**Add on to existing, issued internet permit**”
- Choose from a list of your issued permits, select additional fixtures/items, and pay the new balance owed (representing only the add-on fixtures/items)
- A new, updated permit will be emailed to you showing the combined total of all existing fixtures/items on the permit, including the ones you just added.

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**Permits Online**  
**Bureau of Development Services, City of Portland**  
1900 SW 4th Avenue, Portland, OR 97201

Welcome to the Bureau of Development Services online permitting system. The Bureau of Development Services, which is located in [Portland, Oregon 97201](#), issues building permits, performs land use reviews, and promotes compliance with the zoning codes. The permitting and inspection services provided by the Bureau of Development Services encompass the entire City of Portland and unincorporated pockets of Multnomah County. Note that other cities such as Oregon City, Milwaukie, Estacada, Gresham, and counties such as Clackamas County and Washington County issue their own permits.

This online permitting system provides a way to:

- Apply for electrical, mechanical, or plumbing permits that do not require plan review
- Pay for your permits
- View the permits you obtain using Permits Online
- Schedule and review inspections

To view a complete list of permits applied for on a property prior to January 2000, please visit the Development Services website.

**Resources for Getting Started:**

[Frequently Asked Questions](#)  
[Can I use Permits Online to apply for my Permit?](#)

**A Username and Password are needed for the below options**

[Apply for a Permit](#) - Follow six easy steps to complete a simple, unreviewed electrical, mechanical, or plumbing permit

[Manage my Permits](#) - View a list of your active permits, pay for permits, and schedule inspections

[Add on to existing issued internet permit](#) - Add fixtures on to an existing issued online permit

[Incomplete Permits](#) - Finish incomplete permits by updating the work to be done and permit details

[Look up Permits that have been applied for online](#) - Search for permits by IVR Number, address, or license type

[Update Personal Information](#) - Update your personal information

[View a List of Permits by Property](#) - Search for permits applied for since January 2000

From the BDS Permits Online Welcome Page, choose the link “**Add on to existing issued internet permit**”

Remember, this feature is ONLY available for permits that you originally created and bought using the BDS Permits Online system.

After clicking this new link, you will see a list of your issued permits that are in Issued or Under Inspection Status. Choose the permit you wish to edit, and click on the ADD button to add/purchase more fixtures

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**Permit Status**

Shown below is a list of your permits that have been issued online. Using this screen, you can add fixtures to your issued permits.

**Completing Permit Details:** In order to pay for your permit, please click on the "Edit" button to the right of the permit and complete the permitting process.

IVR Number/Folder Number	Site Address	Issue Date	Work Description	Balance	Status	Add on to Permit
IVR: 2883254 Permit: 09 155508 000 00 PT	Test iRobot	SEP 02, 2009	Addition/Alteration/Replacement	\$0.00	Issued	<input type="button" value="ADD"/>
IVR: 2869271 Permit: 09 142461 000 00 ET	3083 NE REGENTS DR	JUL 11, 2009	Addition/Alteration/Replacement	\$0.00	Issued	<input type="button" value="ADD"/>

[My Permits](#) [Home](#)

When the fixture screen displays from this new "ADD" option, you will NOT see the permit's original fixtures/items listed here. At this point, you will select ONLY fixtures/items to be added to the original permit. You will NOT be able to edit the permit description or location information.

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**Permits/Appeals Online**

**Edit Permit Details**

**Permit Application Summary:**

**Permit Type:** Electrical Permit  
**Category of Construction:** Residential 1 & 2 Family  
**Type of Work:** Addition/Alteration/Replacement  
**Address:** 3083 NE REGENTS DR  
**IVR Number:** 2869271

Please add a description of the work to be performed:

TEST ONLINE PERMIT SYSTEM AFTER TRACS UPGRADE FOR PCI COMPLIANCE 7-10-09 ~MARTHA SHONYA

Detailed description of work location:

**Folder/Fixture**

Desc	Added	Remarks
Res Wir: 1,000 sf or less	<input type="text"/>	
Res Wir: Each Add 500 sf or part	<input type="text"/>	Only use if "RES Wir: First 1000 sf or less" = 1
Res Wir: Limited Energy	<input type="text"/>	Only use if "RES Wir: First 1000 sf or less" = 1
Svc/Fdr, 200 amps\5 kva or less	<input type="text"/>	
Svc/Fdr, 201 to 400 amps\5.01 to 15 kva	<input type="text"/>	
Service Reconnect Only	<input type="text"/>	
Temp Svc/Fdr, 200 amps or less	<input type="text"/>	
Temp Svc/Fdr, 201 to 400 amps	<input type="text"/>	
Temp Svc/Fdr, 401 to 600 amps	<input type="text"/>	

When **Continue to Permit Summary** button is clicked, you will move to this screen. The Balance column will show ONLY the value of unpaid fees for the fixtures/items you've just added.

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**Permits Online**  
Step 5 of 6: Review your Permits  
Permit Application Summary:

**Name:** Shonya, Martha  
**Step 1 - Address:** Test iRobot  
**Step 2 - Permit Type:** Plumbing Permit  
**Step 3 - Category of Construction:** Residential 1 & 2 Family  
**Step 3 - Type of Work:** Addition/Alteration/Replacement  
**Step 4 - IVR Number:** 2883254

Check to Pay	IVR Number/ Folder Number	Site Address	Work Description	Balance	Status
<input checked="" type="checkbox"/>	IVR: 2883254 Permit: 09 155508 000 00 PT	Test iRobot	Addition/Alteration/Replacement	\$71.66	Issued
				<b>\$71.66</b>	

Clear All   Check All   **Pay Selected Items**

**To pay for your permit:** Please use the "Pay Selected Items" button to pay for the permit. To pay for permits you have obtained in previous sessions, use the "Pay for Multiple Permits" button.

**To apply for another permit:** Please use the "Apply for another Permit" button to apply for a new permit. "Back" will only allow you to view your current permit.

Apply for another Permit   Pay for Multiple Permits   Home

**Balance shows charge for added fixtures/items only, plus state surcharge of 12%**

**Click here to pay for the added fixtures/items. After your payment is complete, a newly updated permit is emailed to you just like it does for any new online permit**

At this point, the screen will function just it does now for any other online permit purchase. Simply proceed to the Payment Screen by clicking **Pay Selected Items**, or continue with additional permit purchases by choosing **Apply for another Permit** to create a new permit.

To Add Fixtures to a different permit and pay for both at one time, click on the **Home** button and start again using the link **Add on to existing internet permit**.

### What if I see a Zero (\$0.00) Balance Due on this page?

If you've added only 1 fixture to an existing single fixture MT or PT permit, this may not generate new fees in excess of the minimum charge you have already paid on your original permit. In this case, you will see a ZERO Balance. (Also displays if you didn't "add" any fixtures/items)

**Permits Online**  
Step 5 of 6: Review your Permits  
Permit Application Summary:

**Name:** Shonya, Martha  
**Step 1 - Address:** 3083 NW MONTARA LOOP  
**Step 2 - Permit Type:** Mechanical Permit  
**Step 3 - Category of Construction:** Residential 1 & 2 Family  
**Step 3 - Type of Work:** Addition/Alteration/Replace (MT)  
**Step 4 - IVR Number:** 3022169

Check to Pay	IVR Number/ Folder Number	Site Address	Work Description	Balance	Status
<input type="checkbox"/>	IVR: 3022169 Permit: 10 103837 000 00 MT	3083 NW MONTARA LOOP	Addition/Alteration/Replace (MT)	\$0.00	Issued
				<b>\$0.00</b>	

Clear All   Check All   Pay Selected Items   **Summary/Print**

**To pay for your permit:** Please use the "Pay Selected Items" button to pay for the permit. To pay for permits you have obtained in previous sessions, use the "Pay for Multiple Permits" button.

**To apply for another permit:** Please use the "Apply for another Permit" button below to apply for a new permit. "Back" will only allow you to view your current permit.

Apply for another Permit   Pay for Multiple Permits   Home

**If you see a \$0.00 Balance, you have not exceeded the minimum fee for your new fixtures/items. Or...you did not enter any new "add" fixtures/items quantities.**

**Click on the Summary/Print button, and go to the Summary Page to review your added fixtures and request your permit to be sent to you via email.**

The **Permit Summary Page** shows the details of your permit. You can also order and/or cancel inspections from this page. (See pages 22 and 23 on how to schedule/cancel inspections) At the bottom of this page is a new button called **Email Permit**. If your permit is Issued or Under Inspection and there are **no fees due**, click this button and we will email you a copy of your permit—just as we did with the original permit. This button will NOT appear if you have fees due on your permit. If fees ARE due, then click **My Permits** and pay for the item. Once your payment is complete, the system will automatically email you an updated permit, you won't need to click on the Email Permit button to get a new permit if you're making a payment.

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### Permit Summary

Name:	Shonya, Martha
IVR Number:	3022169
Permit Number:	10 103837 000 00 MT
Type:	Mechanical Permit
Status:	Issued
Description:	TEST MECHANICAL PERMIT AND ADDITIONAL FIXTURES
Date Application Received:	Oct 26, 2010
Issue Date:	Oct 26, 2010
Expiration Date:	Apr 24, 2011
Final Date:	
Site Address:	3083 NW MONTARA LOOP
Location Details:	1 A/C...original permit
Tax ID Number:	R176264

Permit Info

Permit Source: Internet

Items To Be Covered Under This Permit

Quantity	Remark
Mech 1: Heating and Cooling	
Air Conditioner 1	Unit must be set back from lot lines.
Heat Pump 1	Unit must be set back from lot lines.

Activities

Activity	Activity Status	Schedule Date	Completed Date	Staff Contact	Schedule	Cancel Inspection
600 Underfloor/Post&Beam-Mechanical	Open				schedule	Cancel
605 New Gas Piping/Pressure Test	Open				schedule	Cancel
610 Extend Gas Piping/Pressure Test	Open				schedule	Cancel
615 Gas Line Tag	Open				schedule	Cancel
617 Hydronic Piping (Closed/Open Loop)	Open				schedule	Cancel
620 Rough-In Mechanical	Open				schedule	Cancel
625 Woodstove/Pellet Stove/Deco Appl	Open				schedule	Cancel
630 AC/Furnace/Heat Pump/HVAC Eq	Open				schedule	Cancel
635 Kitchen Exhaust/Commercial Hood	Open				schedule	Cancel
640 Oil Tank	Open				schedule	Cancel
645 Vent/Chimney Liner	Open				schedule	Cancel
650 Other/Consultation - Mechanical	Open				schedule	Cancel
699 Final - Mechanical	Open			MECHANICAL INSPECTIONS	schedule	Cancel

Permit Fees

IVR Number	Fee Description	Fee Amount	Paid?
3022169	Mechanical Permit RS	\$70.00	Y
3022169	Mechanical Permit S. Sur	\$8.40	Y
	Balance Due	\$0.00	

My Permits Home **Email Permit**

The upper portion of the Summary Page shows basic permit details—Type, Description, IVR Number, and the list of fixtures/items covered on this permit. It includes all of the original fixtures/items and any you added.

If you had a zero balance, but don't see any new fixtures/items added here, then click on the **Home** button and choose “**Add on to existing permit**” again to add the fixture you want

Order or Cancel Inspections in this section. Click on the **Schedule** button for the inspection you need. It will then ask you to pick a date. (see pages 22 and 23)

If your Balance Due is **\$0.00**, you can click **Email Permit** and we'll email a copy of your permit to you in a few minutes.

# Need a Refund or Help With an Online Permit?

## How to Apply for a Refund

If you've purchased a permit in error, or find you've purchased a duplicate permit, you'll need to apply for a refund. You can find the Refund Request Form online at the Bureau of Development Services website at [www.portlandonline.com/bds](http://www.portlandonline.com/bds) in the Application Forms listing

You will need to print the **Refund Request Form** and fill it out. Then mail or fax it to BDS:

Mail the request to:

Bureau of Development Services Attn: Permit Refund Request  
1900 SW Fourth Avenue Suite 5000  
Portland, Oregon 97201

Or fax a copy of the completed Refund Request Form to 503-823-4172.

Per Title 24.10.102 Building Permit and Plan Check/Process Fee:

- Requests for refunds must be made within 6 months of payment or permit issuance, whichever is later.
- Refunds may only be issued to the party who paid the fees, according to the payor information on record at BDS.
- Permit refunds for online permits are paid by check

**How Much is Refunded?** As a general rule, if permit or plan review fees are paid by customers due to an error on the part of the City of Portland, these fees will be fully refunded at 100%. However, the following applies to **all permits purchased in error by customers, where the City was not at fault in accepting payment:**

**Refunds of up to 80% may be issued:**

- If the City services covered by the customer fees (reviews or inspections) HAVE NOT yet begun or have not been performed at the time a Refund Request is received by the City

**NO Refunds will be issued:**

- If the City services covered by the customer fees (reviews or inspections) HAVE begun or have been performed at the time a Refund Request is received by the City
- If a residential mechanical permit is purchased, where the project is deemed commercial

## Contact Us For Help With an Online Permit

Remember, if you need help, or to report any customer issues connecting to BDS Permits Online or the Payment Gateway, please call us:

**Permits Online Help Line at 503-823-7420.**

**We answer this phone between 8:00 and 4:00 Monday – Friday.**

You can also send an email to us at: [BDSPermitsOnline@portlandoregon.gov](mailto:BDSPermitsOnline@portlandoregon.gov)

We're happy to help with any license entries or changes, trouble locating an address, logon problems, account changes, email issues, or any other feature of Permits Online.