Adding Fixtures Online to an Existing Internet Permit

November 1, 2010   **City of Portland, Bureau of Development Services**

You Can Now Add Fixtures To Existing Online Permits via BDS Permits Online !

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, and pay the new balance owed (representing only the add-on fixtures)
- A new, updated permit will be emailed to you showing the combined total of all existing fixtures on the permit, including the ones you just added.

Just follow these steps:

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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 i
Portland, Oregon 97201, issues building permits, performs land use reviews, and promotes compliance with the zoning code
codes. The permitting and inspection services provided by the Bureau of Development Services encompass the entire Cit
unincorporated pockets of Multnomah County. Note that other cities such as Oregon City, Milwaukie, Estacada, Gresham,
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 prope
prior to January 2000, please visit the Development Serv

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 new link "**Add on to existing issued internet permit**"

Remember, this feature is currently ONLY available for permits that you originally created and bought using the 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

'ADD' button feature allows you to choose additional fixtures on the next screen

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

You cannot edit any text in the description or location fields. It is in Display Only format to help you verify that you have selected the correct permit

In the "Added" column, enter ONLY the number of fixtures you wish to ADD at this time. You will be charged only for the number of fixtures you are adding to your permit

After entering the numbers for each new item you wish to add to your permit, click on "Continue to permit summary"

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 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
☑	IVR: 2883254 Permit: 09 155508 000 00 PT	Test iRobot	Addition/Alteration/Replacement	$71.66	Issued
				$71.66	
Clear All	Check All	Pay Selected Items			

> Balance shows charge for added fixtures only, plus state surcharge of 12%

> Click here to pay for the added fixtures. **After your payment is complete, a newly updated permit will be emailed to you** in a few minutes, just like it does for a new online permit

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

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

[Apply for another Permit] [Pay for Multiple Permits] [Home]

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)

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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
	IVR: 3022169 Permit: 10 103837 000 00 MT	3083 NW MONTARA LOOP	Addition/Alteration/Replace (MT)	$0.00	Issued
				$0.00	
Clear All	Check All	Pay Selected Items	Summary/Print		

> If you see a **$0.00** Balance, you have not exceeded the minimum fee for your new fixtures. Or...you did not enter any new "add" fixture numbers.

> 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.

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

To apply for another permit: Please use the "Apply for another Permit" button below. **Do not us...**
apply for a new permit. "Back" will only allow you to view your current permit.

[Apply for another Permit] [Pay for Multiple Permits] [Home]

The Permit Summary Page shows the details of your permit. You can also order and/or cancel inspections from this page. A new feature at the bottom of this page is the button called **Email Permit**. If your permit is Issued or Under Inspection and there are **no fees due**, click this new button and we will email you a new copy of your permit—just as we did with the original permit. This button is at the bottom of the page, and will NOT appear if you have fees due on your permit. If fees ARE due, then click on **My Permits** and pay for the selected 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.

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

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

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 Eqt	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

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

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

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