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:



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 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?

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.

A Username and Password are needed for the below options

Apply for a Permit - Follow six easy steps to amplete a simple, unreviewed electrical, mechanical, or plumbing permit

Manage my Permits - View a list of your wave 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

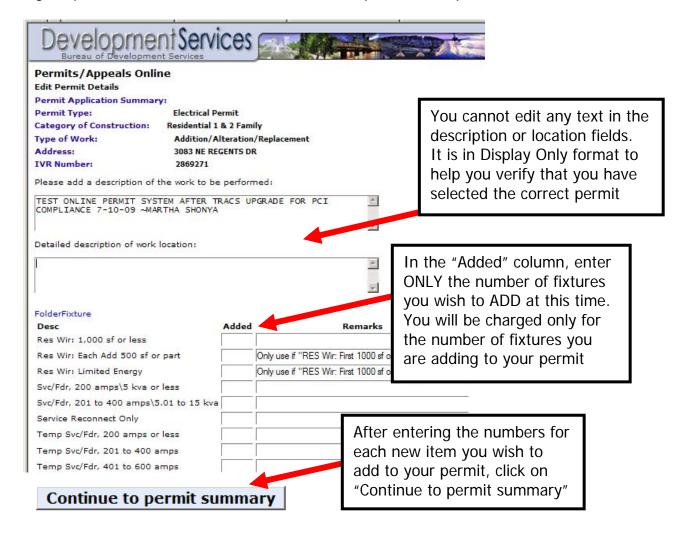
<u>Update Personal Information</u> - Update your personal information

View a List of Permits by Property - Search for permits applied for since January 2000

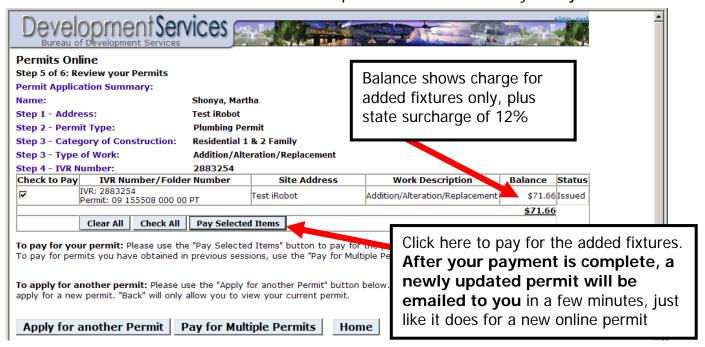
After clicking this new link, you will see a list of your issued permits that are in Issued or Under Inspection Status. Choose the permit you wish to edit, and click on the ADD button to add/purchase more fixtures



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.



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.

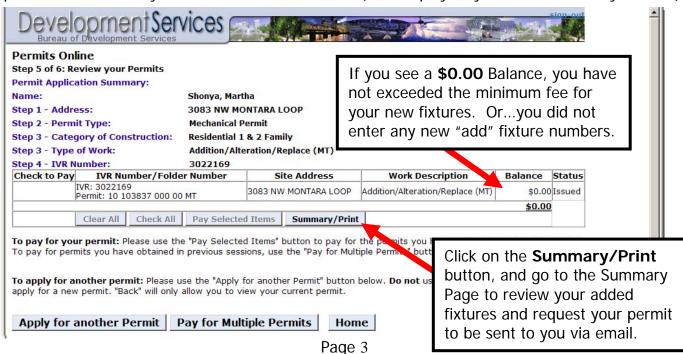


At this point, the screen will function just it does now for any other online permit purchase. Simply proceed to the Payment Screen by clicking **Pay Selected Items**, or continue with additional permit purchases by choosing **Apply for another Permit** to create a new permit.

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)



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.

