



# RAPID START USER GUIDE TRADE PERMITS

## DEVELOPMENT HUB PDX

### LET'S GET STARTED

- Online Permitting is available for simple electrical, mechanical and plumbing permits which **do not** require plan review. You may use this link <http://www.portlandoregon.gov/bds/article/337486> to determine if your trade permit can be processed online or over the counter.
- To access the online permitting portal, go to the Development Hub webpage at: <https://devhub.portlandoregon.gov>.
- Select **Login / Register** tab.
- You will be prompted to login using your *PortlandOregon.gov* **User Name** and **Password** *OR* create a New Account if you don't already have one.
- After you are logged in, you will be on the Development Hub PDX Welcome page. On this page there are links to: apply for a permit, update your account information, search for and pay fees, view and pay permit bills on your account, and view permit history and details.

Tab	Details
<b>Logout</b>	Log out of Development Hub.
<b>Account Information</b>	Update your account information in the permitting process. Permit Type and Fixture options are limited to the licenses listed in account, contractors may want to verify the license types in the update your account information link, as it could limit your permit options.
<b>View/Pay Bills</b>	Search for permit bills/fees by IVR Number, Permit Number or Address.
<b>My Bills</b>	Lists unpaid permit bills/fees associated with user name.
<b>Permit History</b>	A list of permits on this account that have been applied for, issued, final, cancelled or void. 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 schedule inspections or check the status of an inspection, pay for permits, and see details about specific permits.

### APPLY FOR A NEW PERMIT

- To start the online permitting process, click the **Apply for a New Permit** button.

#### 1 SELECT THE PERMIT TYPE

- Select the appropriate permit type: **Trade Permits (Electrical, Mechanical, or Plumbing)**.
- Pick a Category of Construction: **Residential 1 & 2 Family** or **Commercial/Multifamily** (includes tri-plexes, apartments, condominiums, townhouse developments with three or more attached units and other commercial projects).  
Note: Homeowners cannot apply for Commercial/Multifamily trade permits.
- Pick Type of Work: **New Construction** or **Addition/Alteration/Replacement**.
- Click the **Continue** button to go to Step 2.

#### 2 SELECT THE PROPERTY

- Search by street address or Tax ID Number. Best practice is to search by the number and direction. A maximum of 20 address display when searching by street address. *Do not include any extra spaces before or after any text you entered and avoid any unnecessary punctuation (i.e. type "SE" instead of "S.E.")*.
- Click the **Continue** button to go to Step 3.

#### 3 ENTER PERMIT DETAILS

- Enter the detailed description of the work to be performed and the specific work location. This is a required field. Inspectors like to know exactly what work you're doing and where in the building the work is being done. Click the **Continue** button.
- Click **Save for Later** to save and return to the application at a later time or click **Update/Continue** to continue. *Incomplete and unpaid Building Development Service permit applications are deleted after 2 weeks.*



## 4 ENTER ADDITIONAL INFO

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- Enter the quantity of Permit Fixtures to be installed under this permit. *The available Permit Fixtures vary based on the type of permit selected and the licenses associated with your account information.*  
Add any additional information in the Remarks field to clarify work being done on the selected fixture.
- Select **Update/Continue** to Step 5.

## 5 PAY FOR YOUR PERMIT FEES

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If you only need to pay one permit check refer to PAY FEE FOR CURRENT PERMIT section below. If you would like to apply for multiple permits, and enter your card information once to pay for all of them refer to the PAY FEES FOR MULTIPLE PERMITS section below. If you need separate receipts for accounting purposes, payments must be processed individually.

### PAY FEE FOR CURRENT PERMIT

- Select the checkbox for the Fees Due and click **Pay selected fees** button.
- Select Payment Type: **Credit Card** or **Electronic Check**.  
Accepted Credit Cards: MasterCard, VISA, Discover and American Express
- Complete the payment information fields as indicated. Click **Submit Payment**.  
The issued permit will be emailed momentarily, after your payment is processed.
- You will be prompted to print a receipt if you would like one.
- Click **Finish** or (Optional) Click **Apply for Another Permit**.
- A copy of the Payment Receipt Confirmation is emailed to the address entered on the payment webpage from [Portland.Recipients@portlandoregon.gov](mailto:Portland.Recipients@portlandoregon.gov).
- A PDF copy of the Trade Permit is emailed to the address on the account information from [developmenthubpdx@portlandoregon.gov](mailto:developmenthubpdx@portlandoregon.gov).

### PAY FEES FOR MULTIPLE PERMITS

#### OPTION 1: Apply for Another Permit and Make a Single Payment

- If need to submit another permit either on the same or different property address and would like to make a single payment, click **Continue** and click **Apply for Another Permit**.

#### OPTION 2: Make a Single Payment for a Current and Existing Permit(s)

- Click **Save for Later** button.
- From the Development Hub home page, select **My Bills** tab.
- Locate and click the checkbox next to the permits to be paid and click **Selected Fee Detail** button.
- Click the checkbox next to the permits to be paid and click the **Pay selected fees** button.
- Select Payment Type: **Credit Card** or **Electronic Check**.  
Accepted Credit Cards: MasterCard, VISA, Discover and American Express
- Complete the payment information fields as indicated. Click **Submit Payment**.  
The issued permit will be emailed momentarily, after your payment is processed.
- You will be prompted to print a receipt if you would like one.
- Click **Finish** or (Optional) Click **Apply for Another Permit**.

## 6 SCHEDULE AN INSPECTION FOR MECHANICAL, ELECTRICAL & PLUMBING PERMITS

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Follow the steps below to schedule an inspection for mechanical, electrical and plumbing permits processed on DevHub.

- From the Development Hub home page, locate the permit from the My Permits list and click **Detail**.
- Click the **Processes/Inspection** sub-tab and click **Schedule** next to the required inspection.
- Complete the Inspection Details (Contact Name, Number, Lock Box # (if applicable), Select the date of the Inspection and comments (example dog on premise) and click **Schedule**.

*Need help or have questions? Call the DevHub help line to talk to BDS staff during regular business hours at 503-823-1304.*