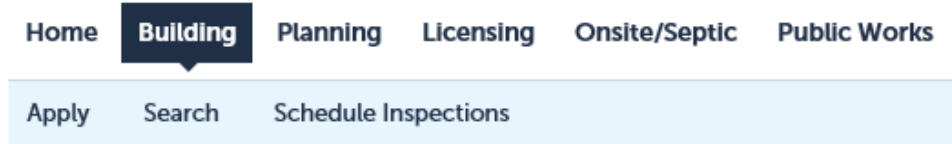


# How to start a permit application

1. First, make sure you are logged in to your registered account in order to apply for a permit. Once logged in, hover your mouse over the large blue **Apply** box across the top of the website, then click on the “**Building Dept Application**” link.



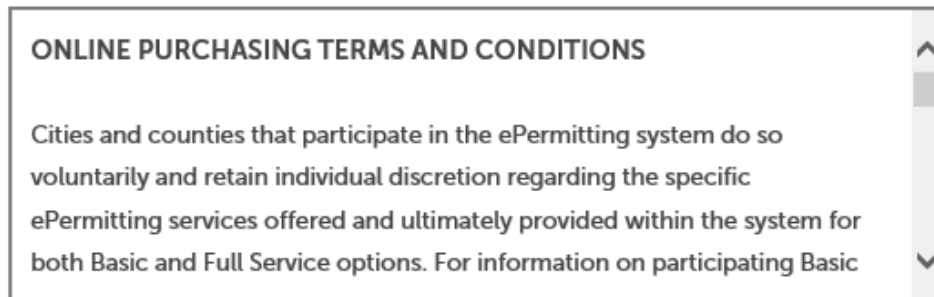
2. Read and agree to the terms and conditions by clicking the checkbox, then click on the “**Continue**”



## Online Permit Application

Please "Allow Pop-ups from This Site" before proceeding.

Before you can apply for and purchase permits through this site, you must review and accept the terms below.



I have read and agree to the terms and conditions above.



Application” button.

3. Enter the Work Site Location. For best results enter information into ONLY the two fields highlighted in green below, **Street No.** (number) and the first three characters of the **Street Name**, leaving all the other fields blank, then click on the “**Search**” button.

**Tips:** if you are looking for a numbered street it could be in the system several ways, could be "first" or "1st". If searching for Highway it may be listed as HWY or Highway.

**Note:** if you are not able to find the address or if the address is new - please contact the local building department where you are pulling the permit (issuing jurisdiction) - for contact information visit the [Local building department directory](#) web

## Enter Work Site Location

FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number and a portion of the street name.

For example, enter 1234 pin instead of 1234 Pine St, Canby.

\*Street No.:  ?

Direction:  ?

\*Street Name:  ?

Post Dir.:

Unit No.:

City:  ?

page.

4. **Select Address and Services.** Any address that matches the search criteria will now be displayed. In this case, after clicking on "Select" next to the first address in the highlighted area we see that there are services available in the City of Pendleton which is the issuing jurisdiction. Click on the **issuing jurisdiction name**, and finally click in the **checkbox** below it to select the type of permit you are wanting to pull. In this case we have selected a residential mechanical permit.

**Note:** If there are no services available or services are missing be sure to check that you have associated your license(s) to your account. You must have a license associated to your account to pull a permit. Visit [How to Add a License to Your Registered Account](#).

Showing 1-1 of 1

Action	Address	Description	City	State	Zip	Parcel	Owner
<a href="#">Select</a>	500 SW DORION AVE. PENDLETON UMATILLA OR 97801		PENDLETON	OR	97801	2N3210AD00100	PENDLETON CITY OF

Jurisdiction Issuing Permit:

Select the application type below. If you do not see the selection you want or if no selections are available, please contact the applicable city or county. You may use the Local Building Department Directory to assist you. (11 services found):

- ▼ Pendleton
- Commercial - Electrical
  - Commercial - Mechanical
  - Commercial - Plumbing
  - Commercial - Structural
  - Residential - 1 & 2 Family Dwelling (Combination Permit for New Construction Only)
  - Residential - Electrical
  - Residential - Manufactured Dwelling Placement
  - Residential - Mechanical
  - Residential - Plumbing
  - Residential - Structural
  - Commercial - Alarm or Suppression Systems

**Note:** Often there will be multiple addresses that match your criteria. It's extremely important to note that even the address you are searching for may have multiple identical results. If this is the case, start by clicking on the blue "Select" link to the left of the address to see if there are any available services. If that address does not work, a blue error box will appear (see below) at the bottom of the page, you will want to click on the next identical address until you see an issuing jurisdictions name appear. If no services are available please check your "Account Management" section to ensure you have your professional license(s) associated to your account.

No Building services were returned for this address. Try these tips:

1. Verify the address information.
2. Verify you have the proper license associated to your account.
3. Review each search result for the services you are looking for (i.e. county may offer electrical and city may offer others).
4. Visit our Online Training: Using Oregon ePermitting (link is at the top of this webpage).
5. Call our help desk line at 503-373-7396.

Visit the Building Department Directory (link is in the grey Resources box above) for city and county contact information.

5. **Choose Licensed Professional(s)** Next, you will need to select the licensed professionals you want to have associated to THIS application. It is important to note that you may only have one license associated to your account or you may have multiple like in the image below. If you have multiple licenses, or if you have multiple sub-contractors or others added to your account, you can choose to delete the licensed professional from the application. This will not remove the license or professional from your account, only from this application.

### Licensed Professional List

The professional licenses listed will be submitted with the application.

Showing 1-5 of 5

Action	License Number	License Type	Business Name	CCB #	Primary Phone	Fax
<a href="#">Edit</a> <a href="#">Delete</a>	████	CCB	State CCB License		5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	████	(C) Electrical Contractor	EPERMITTING	████	5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	████	(PB) Plumbing Contractor	State Plumbing License	████	5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	████	Installer License	STATE DEQ LICENSE		5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	████	Engineer	State engineer License		5033737396	

[Continue Application »](#)

[Save and resume later:](#)

6. For this residential mechanical application we only want to have our CCB license associated to the application. To remove a license click on the blue **“Delete”** button. You will be prompted to confirm removing the license form the application. Do so by clicking **“OK”**. This will delete the license from this application only. Repeat this step to remove multiple licenses from this application.

aca-oregon.accela.com says

Are you sure you want to delete this item?

OK

Cancel

7. Once you have the license(s) you want for this permit application click “**Continue Application.**”

### Licensed Professional List

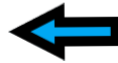
The professional licenses listed will be submitted with the application.

✔ Licensed professional removed successfully.

Showing 1-1 of 1

Action	License Number	License Type	Business Name	CCB #	Primary Phone	Fax
<a href="#">Edit</a> <a href="#">Delete</a>	1	CCB	State CCB License		5033737396	

[Continue Application »](#)



[Save and resume later.](#)

8. **Site Address (Read-only):** Next, you will be asked to review the site address, parcel, and owner information. This page is for verification only and no changes can be made. If you notice information that is incorrect or out-of-date, contact the issuing jurisdiction to notify them so they can make appropriate changes. For contact information visit the [Local building department directory](#) web page.

Scroll to the bottom of the Site Address page and click “**Continue Application.**”

ePermit

1 General Info	2 Services	3 Review	4 Pay Fees	5 Completion
----------------	------------	----------	------------	--------------

**Step 1: General Info > Site Address Information**

\* indicates a required field.

### Site Address (Read-only)

\*Street No.:  Direction:  \*Street Name:  Post Dir.:  Unit No.:

City:

### Parcel (Read-only)

\*Parcel Number:  Lot:  Block:  Subdivision:

9. **Choose Applicant & Site Contact:** Next you will be asked to add an applicant. Click the “**Select from Account**” and choose your professional license, you as an individual or any of your contacts. For information about [how to add contacts to your account](#). If you would like to manually add the applicant click “**Add New**”.

**Note:** You can save and resume your application at any time during the application process by clicking the **“Save and Resume Later.”** Your progress will be saved and you will be able to pick up where you left off to resume the application later.

ePermit

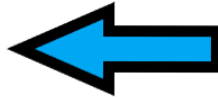
1 General Info	2 Services	3 Review	4 Pay Fees	5 Completion
----------------	------------	----------	------------	--------------

**Step 1: General Info > Applicant**

\* indicates a required field.

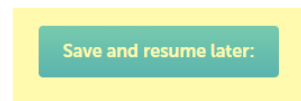
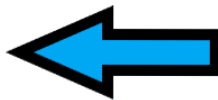
### Applicant

Add the appropriate contact information for this permit application.



### Site Contact

Add the appropriate contact information for this permit application.



10. If you chose **“Select from Account”** you will see a list of all the associated contacts and license(s) on your account. Select the contact or license you wish to have as the applicant by clicking the radio button (circle) next to your choice and then click **“Continue.”**

#### Select Contact from Account



Below is a list of all contacts associated to your ePermitting account or the owner associated to the address for this application.

For best results, please select the [Associated Contact](#) below.

You may have to enter additional information if you select an [Associated License](#) or [Associated Owner](#).

Showing 1-10 of 11

Category	Type	Name
<input type="radio"/> Associated Contact	Owner	Jerod Broadfoot
<input type="radio"/> Associated Contact	Applicant	State Oregon
<input checked="" type="radio"/> Associated License	CCB	SEE PROPERTY OWNER INFORMATION CCB OWNER- [REDACTED]
<input type="radio"/> Associated License	(PB) Plumbing Contractor	SEE PROPERTY OWNER INFORMATION (PB) Plumbing Contractor [REDACTED]
<input type="radio"/> Associated License	(C) Electrical Contractor	SEE PROPERTY OWNER INFORMATION (C) Electrical Contractor [REDACTED]
<input type="radio"/> Associated License	(C) Electrical Contractor	EPERMITTING First Middle Last (C) Electrical Contractor [REDACTED]
<input type="radio"/> Associated License	Installer License	STATE DEQ LICENSE MOE DOE Installer License [REDACTED]
<input type="radio"/> Associated License	Engineer	State engineer License John Doe Engineer [REDACTED]
<input type="radio"/> Associated License	CCB	State CCB License State of Of Oregon [REDACTED]
<input type="radio"/> Associated License	(PB) Plumbing Contractor	State Plumbing License State of Oregon (PB) Plumbing Contractor [REDACTED]



11. If all of the required information is not saved on the license or contact you choose then you will be prompted to add any missing information (see below). To correct this issue click on “**Account Management**” after completing your application and edit the information for the contact you selected.

## Contact Information x

If you selected an Associated Contact from your ePermitting account and contact details are missing below, go to **Account Management > Contact Information >** locate the appropriate contact > under **Actions**, choose **View** and edit as needed.

\* First:  \* Last:

\* Address:

\* City:  \* State:  \* Zip:

\* Primary Phone:  Secondary Phone:

\* E-mail:



12. After choosing the permit applicant you will see a green check mark with a message saying the contact has been added successfully. Next, add the site contact in the same way. After adding the Applicant and Site Contact information choose “**Continue Application.**”

**Note:** If you do not have a site contact upon application you may continue the application without it and add it when you request inspections.

### Step 1: General Info > Applicant

\* indicates a required field.

## Applicant

Add the appropriate contact information for this permit application.

✔ Contact added successfully.

**Oregon CCB**  
nothing@nothing.com  
Home phone:5555555555  
Mobile Phone:  
Work Phone:  
Fax:  
[Edit](#) [Remove](#)

## Site Contact

Add the appropriate contact information for this permit application.

[Select from Account](#) [Add New](#)

[Continue Application »](#)

[Save and resume later:](#)

13. **Project Details:** Next, you will be asked to provide details about the project. Please add a job value and select a category of construction that best describes your job. For example, if you are doing a building alarm system in a commercial building you would choose “6-Building Alarm or Sprinkler System”. If you are working on an apartment complex you would choose “4-Multi-Family.” If you are unsure about the Category of Construction please contact the issuing jurisdiction for assistance. For contact information visit the [Local building department directory](#) web page.

The next required section is the Description of Work. Project name and cross street directions are optional. Provide a detailed description of work as the local jurisdiction may not be able to process your permit application if it is unclear or missing information. When finished entering the required information, then click the “**Continue Application**” button

### Additional Information

---

\* Job Value(\$): ?

\* Category of Construction

--Select--

- Select--
- 1-1 or 2 Family Dwelling
- 2-Accessory Building
- 3-Commercial/Industrial
- 4-Multi-Family
- 5-Manufactured Dwelling
- 6-Building Alarm or Sprinkler System

---

Project Name

Cross Street Directions

\* Description of Work

[Continue Application »](#)

[Save and resume later:](#)

14. **Select Services:** You will now be asked to complete the application by selecting the services or work you are going to perform. Please pay close attention to each section even if it does not have a red asterisk next to it indicating it is required. After choosing your services click “**Continue Application.**”

**Note:** If you are installing one air handling unit, enter a value of '1' in the air handling unit field, not the BTUs of the unit. If you miss a section or fail to provide complete information the local jurisdiction may not be able to process your permit. Also screen fields will vary based on what type of permit you are applying for.

# Services



GENERAL (PENDLETON)

## RESIDENTIAL - MECHANICAL

If you have questions regarding this application, please contact Pendleton Community Development at (541)966-0205.

Please note: Plan review is required for some services.

\* Category of Construction:

Appliance or piece of equipment regulated by code but not classified in other appliance categories:

\* Type of Work:

Appliance vent installation, relocation or replacement not included in an appliance permit:

\* Mechanical Specialty Code Edition:

Chimney/liner/flue/vent:

Air handling unit of up to 10,000 cfm:

Water heater:

Air handling unit 10,001 cfm and over:

Decorative gas fireplace:

Boiler/compressor/absorption system up to 3 HP or 100,000 BTU:

Gas or wood fireplace/insert:

Boiler/compressor/absorption system up to 15 HP or 500,000 BTU:

Barbecue:

Boiler/compressor/absorption system up to 30 HP or 1,000,000 BTU:

Gas fuel piping outlets:

\* Type of Work:

  
  
Addition  
Alteration  
Demolition  
Move  
New  
Other  
Repair  
Replacement

Code Edition:

o 10,000 cfm:

\* Category of Construction:

  
  
Detached Accessory Structure  
Manufactured Dwelling  
Single Family Dwelling  
Townhouses  
Two Family Dwelling  
Other

15. **Attachments:** At this point you are able to upload attachments if you have them and if the local jurisdiction you are working in accepts them. If you are working in a jurisdiction that accepts online documents and plans you can upload any PDF document you have saved to your computer's hard drive or network drive attached to your computer. To add a document click the "Add" button.



**Note:** You can attach documents after the application has been submitted. If you need to add multiple or large documents, we recommend adding them after you have submitted the application.

### Step 2: Services > Attachments

All documents uploaded for Electronic Document Review must, at a minimum, allow Printing and Markups to be considered reviewable. Click [here](#) for instructions.

All similar Construction Documents must be uploaded in the same PDF. i.e. all plan pages as one PDF, all roof truss drawings as one PDF, all Engineering as one PDF, etc.

Not all agencies accept electronic plans. Your agency may require hard copies of the plans.

\* indicates a required field.

## Attachment

File names should not contain any special characters. Numbers, letters, dashes, underscores and spaces are acceptable.

The maximum file size allowed is 80 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

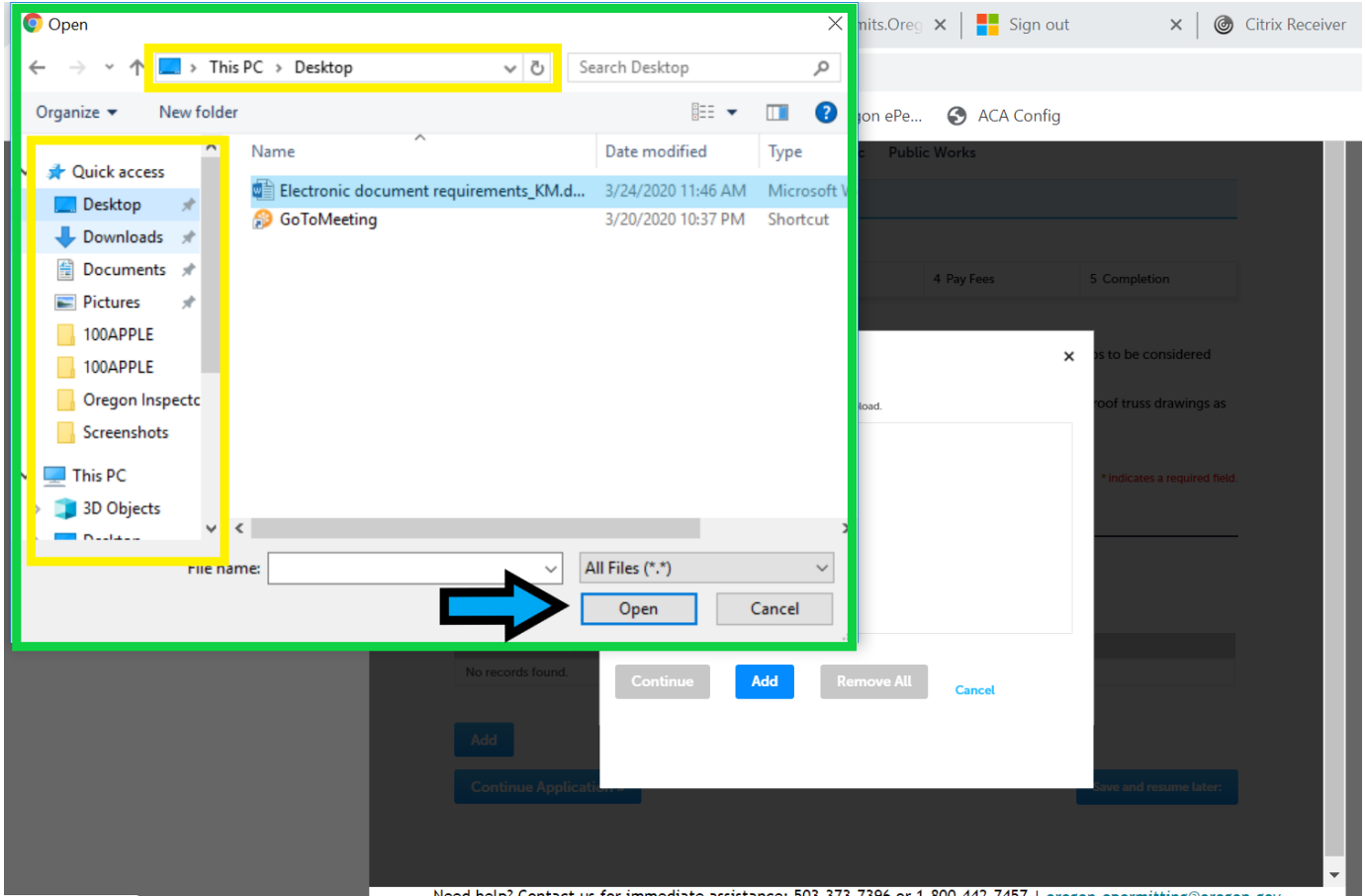
16. **File Upload Box:** In order to access your computers local and network drives to upload a document click "Add."

## File Upload x

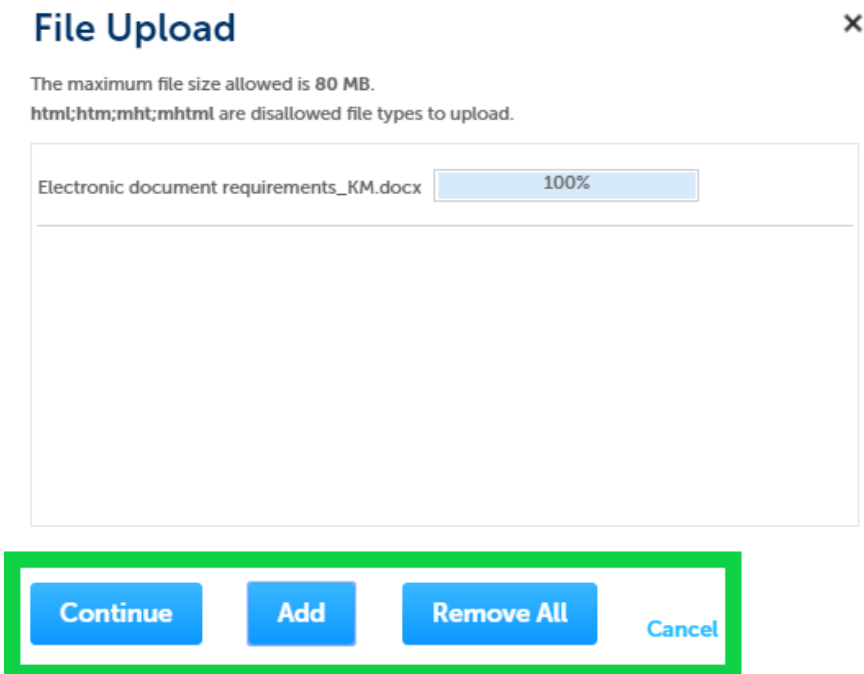
The maximum file size allowed is 80 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

17. **Locating the File.** Locate the file(s) you wish to upload by navigating to their saved location on your local or network drive. Once you have selected the file(s) you wish to upload click the **“Open”** button at the bottom right of the window.



18. After choosing the file(s) you wish to upload to the application you will see the file name along with a status bar of the upload. You can now continue your application or add more files. When ready click the **“Continue”** button.



19. **Saving Attachments:** After selecting the files, fill-in a description, and select a file type - you **MUST** click the "Save" button on the bottom of the screen.

### Attachment

File names should not contain any special characters. Numbers, letters, dashes, underscores and spaces are acceptable.

The maximum file size allowed is 80 MB.  
htm;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**\*Description:** Remove  
BE VERY DESCRIPTIVE HERE

**\*\*Type (Required):**  
Construction Plans


File:  
Electronic document  
requirements\_KM.docx  
100%

**Save** **Add** **Remove All**

**Continue Application >** **Save and resume later.**

**Click Save!**

20. **Attachment(s) Successfully Attached:** Now click the "Continue Application" button.

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

ePermit

1 General Info	2 Services	3 Review	4 Pay Fees	5 Completion
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**Step 2: Services > Attachments**

All documents uploaded for Electronic Document Review must, at a minimum, allow Printing and Markups to be considered reviewable. Click [here](#) for instructions.

All similar Construction Documents must be uploaded in the same PDF. i.e. all plan pages as one PDF, all roof truss drawings as one PDF, all Engineering as one PDF, etc.

Not all agencies accept electronic plans. Your agency may require hard copies of the plans.

\* indicates a required field.

**Attachment**

File names should not contain any special characters. Numbers, letters, dashes, underscores and spaces are acceptable.

The maximum file size allowed is 80 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Electronic document requirements_KM.docx</a>	Construction Plans	28.21 KB	04/21/2020	<a href="#">Actions</a> ▼

Add

Continue Application »

Save and resume later.

21. **Review:** At this point in the process you have completed filling out the application and are ready to review everything before submitting. In this section you can edit any section simply by clicking the "Edit" button. This will take you back to the specific page you wish to edit. When you are finished and click the "Continue Application" button, you will be taken back to the review page.

**Note:** You can always choose "Save and resume later" at any time during the application process to save your progress.

## ePermit

1 General Info	2 Services	3 Review	4 Pay Fees	5 Completion
----------------	------------	----------	------------	--------------

### Step 3: Review

[Continue Application »](#)

[Save and resume later:](#)

Please review all information below. To make a change to a section, click the Edit buttons shown on the gray bars. If everything is correct, click the Continue Application button below.

#### Application Type

---

ePermit

#### Licensed Professional List

[Edit](#)

Showing 1-1 of 1

Action	License Number	License Type	Business Name	CCB #	Primary Phone	Fax
<a href="#">Edit</a>	190028	CCB	DAVID PAUL MOUNTAIN	190028	5035054091	

#### Site Address (Read-only)

---

500 SW DORION  
PENDLETON

#### Parcel (Read-only)

---

Parcel Number: 2N3210AD00100  
Lot: 00100

#### Owner (Read-only)

---

22. After making any necessary edits to your application scroll to the bottom of the page and click the **“Continue Application”** button.

Water heater:  
Gas or wood fireplace/insert:  
Gas fuel piping outlets:  
Wood/pellet stove:  
Attic/crawl space fans:  
Flue vent for water heater or gas fireplace:  
Radon mitigation:  
Ventilation fan connected to single duct: 1  
Other environment exhaust/ventilation:

Decorative gas fireplace: 1  
Barbecue:  
Repair, alteration, or addition to mechanical appliance including installation of controls:  
Other fuel appliance:  
Clothes dryer exhaust:  
Hood served by mechanical exhaust, including ducts for hood:  
Range hood/other kitchen equipment:  
Ventilation system not a portion of heating or air-conditioning system authorized by permit:

## Additional Application Information



FLOODPLAIN (PENDLETON)

Edit

No table information provided.

## Attachment

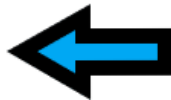
Edit

File names should not contain any special characters. Numbers, letters, dashes, underscores and spaces are acceptable.

The maximum file size allowed is 80 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
<a href="#">Electronic document requirements_KM.docx</a>	Construction Plans	28.21 KB	04/21/2020	<a href="#">Actions</a> ▼

Continue Application »



Save and resume later:

**Note:** At this point your application will either be submitted or you will continue to the fees page.

23. **Fees:** If your application does NOT require plan review (like in this example) the fees and state surcharge will be calculated and you will be able to pay. Click the “**Continue to payment**” button.

ePermit

1 General Info	2 Services	3 Review	4 Pay Fees	5 Completion
----------------	------------	----------	------------	--------------

**Step 4 : Pay Fees**

Fees may be assessed throughout the project as determined by the jurisdiction. Based on the services selected, the below fees are due.

**Fees Due**



**PENDLETON**

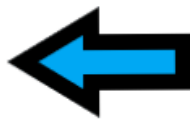
**\$72.80**

Fees	Qty.	Amount
Residential Mechanical		<b>\$72.80</b>
Decorative gas fireplace	1	\$9.50
Ventilation fan connected to single duct	1	\$9.50
Balance of minimum permit fees - mechanical	46	\$46.00
State of Oregon Surcharge - Mech (12% of applicable fees)	65	\$7.80

**TOTAL FEES: \$72.80**

*Note: This may not include all the fees required for this project.*

[Continue to Payment »](#)



24. **Payment:** Enter your credit card information and billing information for the card holder. You can auto-fill the card holder information by choosing a contact from the dropdown. Click the “**Submit Payment**” button.

\* For security reasons credit card information is not saved or collected by the ePermitting website or local jurisdictions so users will have to enter their card number each time they pay for a permit.

# Payment

---

Amount to be charged: \$72.80

Pay with Credit Card

---

## Credit Card Information:

\* Card Type: \* Card Number: \* CVV: [?](#)

--Select--

\* Name on Card: \* Exp. Date:

01 2020

## Credit Card Holder Information:

Auto-fill with Jerod Broadfoot

Country:

United States

\* Mailing Address:

\* City: \* State: \* Zip:

--Select--

\* Primary Phone:

E-mail:

[Submit Payment »](#)

25. **Completion:** You have now successfully completed your permit application. You can click on the blue hyperlink, "**View Record**" or "**View Receipt**" to generate the permit and receipt. To schedule an inspection




directly from this page, click the blue hyperlink of the permit number to be taken to the record details page.

**ePermit**

1 General Info	2 Services	3 Review	4 Pay Fees	5 Completion
----------------	------------	----------	------------	--------------

**Step 5: Completion**

**Receipt**

 Your application has been successfully submitted.  
Please print and retain a copy of the information for your records.

**500 SW DORION, PENDLETON**

---



**PENDLETON**

673-20-000001-  
MECH

Residential Mechanical

[View Record](#)

[View Receipt](#)