



Your *link*
to building Oregon

GETTING STARTED

ePERMITTING BASIC SERVICES

June 12, 2009

INTRODUCTION

We are excited to introduce you to our new Basic Services ePermitting system based on the Accela Automation platform. Our new system will take the place of our current Quick Permits system that you have all come to depend upon. The new system brings some exciting new features including:

- The ability to create and maintain an account. Once you sign in and create an account, the system will remember who you are along with your licensing information. You won't have to enter license information each time you purchase a permit.
- This system has a Save and Resume feature. You can set up records with the services but not pay for your purchase until you begin work.
- Purchasing multiple permits for the same address, but two separate jurisdictions have responsibility for each permit type? No problem. For contractors that work in areas where more than one jurisdiction has responsibility for a particular address, you will be able to purchase all your permits in one transaction – even if the permits needed for your job will come from more than one participating jurisdiction.
- The Basic Services system will allow you to search for a previously purchased Authorization to Begin Work. You will be able to view or reprint the Authorization along with the receipt.

Why the change?

In 2007, the Legislature approved the creation of a full service ePermitting program to expand on the success of the existing Quick Permits program. The creation of Basic Services product and the change to the Accela platform is the first phase of the development of the larger ePermitting program. Cities and counties across the state will be given the opportunity to join the full service program. The full service program will supply the Accela product to cities and counties using the system as the back office permitting system. By using the full service product and the basic services portal, you will be able to purchase a variety of permits on-line, schedule inspections, and submit plans electronically.

CREATING AN ACCOUNT

In order to buy permits through the new system, you must first register for an account. Registering is easy and will help you track those permits that you apply for using the new system. Before you register an account, you will need the following information:

1. A user name and password
2. Personal and Contact Information
3. CCB or BCD License Numbers

Tip: *When registering your account, the license type associated with your account will limit your purchase options. If you typically purchase permits for plumbing or electrical, and also for mechanical, you will need to add the CCB license to your account in order to allow purchase of the mechanical permits. The system will not automatically complete your CCB license information based on your BCD license information.*

Step 1 Adding my License

Your license will be verified at the time you set up your account ensuring that you have an active license. When you purchase permits, the system will again verify that your system is still active. You must have at least one active license associated with your account.

Make sure you only use upper case letters when inputting your license number.

Step 2 My Account Information

Similar to setting up other accounts on the internet, you will need to input your user name, e-mail address, and password. You will determine what your security question is. If you forget your password, you will need to correctly answer the security question before the system will send you an e-mail with your new password. Passwords can be changed at anytime. If your office changes staff, changing the password can be used to limit access to your account.

Tip: *When completing your billing information, you can use the auto-fill function to complete the information with your licensing information. Because the licensing information does not include a first and last name, you will need to manually complete this section of the account information.*

Your account record is complete. You can now make purchases on-line.

PURCHASING SERVICES

Following are the steps you will go through each time you purchase a service. Remember, services will be limited based on the type of license that you use for your account.

Log in

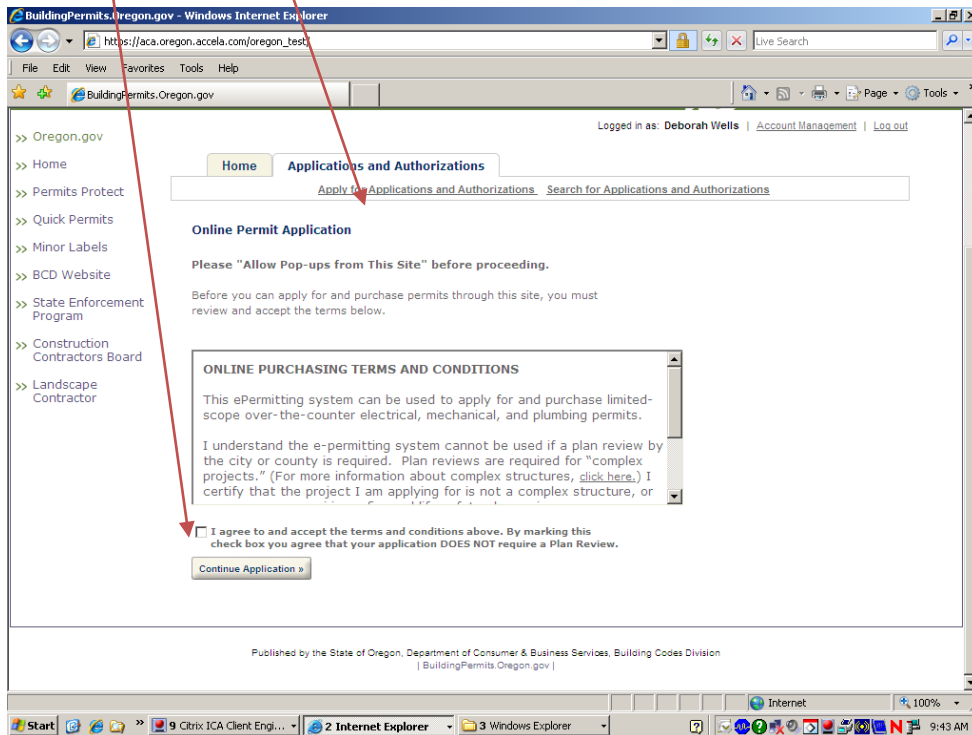
Chose 'log in' on the home screen. Input your newly created username and password into the required fields.

Tip. The log in information is case sensitive, so make sure to input the information exactly as you registered for your account.

Creating an Application

After you have logged in to the system you will click on the Applications and Authorizations tab, then click on Apply for...

Before purchasing any permits on-line you must certify that the permit you are applying for does not require plan review. Be sure to read the Online Purchasing Terms and Conditions and check the "I agree to accept..." box. You will need to do this each time your purchase a permit.



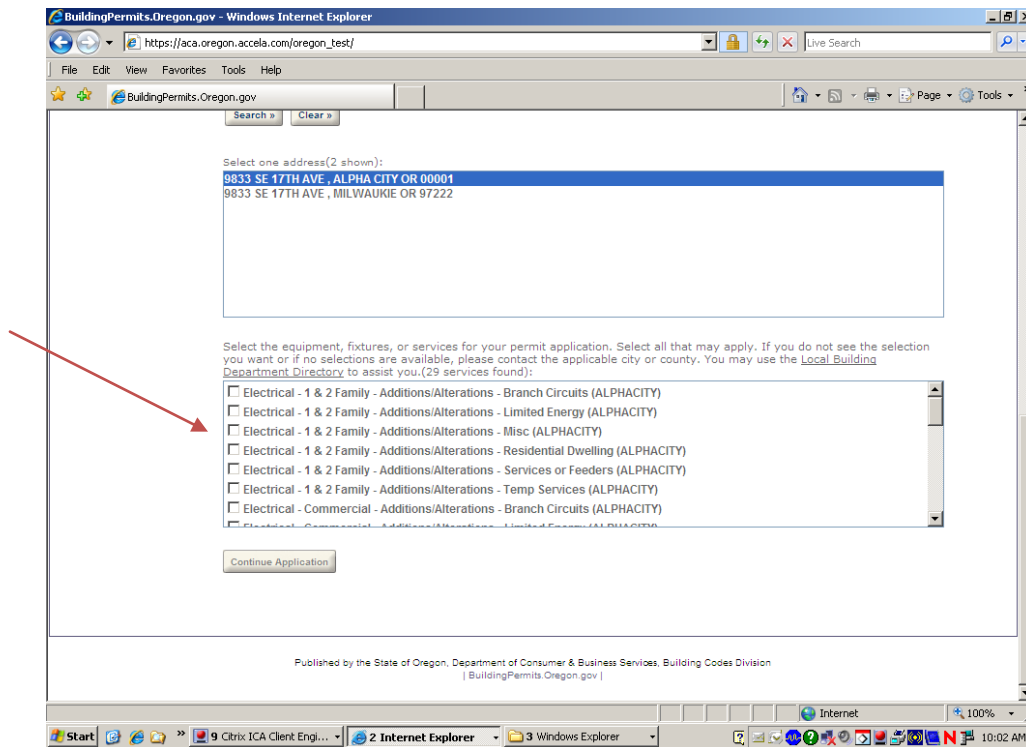
Enter Work Site Location

To enter addresses, you will need an exact house number and at least the first letter of the street name. You can no longer search by just a house number or street name.

Keep in mind that not all jurisdictions are part of this system. If the address you have selected does not allow purchases on line, you will be able to click on the link to the Local Building Department Directory that will give you additional information about where to purchase permits.

Choose the Service You Wish to Purchase

After you have chosen the address, you will see a scrolling list of services available for you to purchase based on your license. At the end of this document you will see an itemization of what each service category includes. Each individual jurisdiction will choose which services they will sell online. You will only see those services that a jurisdiction will be selling online.



Tip: Be sure to click on all the services you wish to purchase for this address. Once you have gone past this point in the application, you will not be able to choose additional services.

Step 1

Verification of Address

This screen is a read-only screen where you will verify you have chosen the correct address.

General Info/Project Detail

You are only required to enter a project valuation for commercial mechanical permits. This is required because fees for commercial mechanical are now based on value of work. For all other purchases, you can leave the field as the default 0.00.

***Tip:** Enter a project name that will help you identify the project. Using a project name will help you find a specific authorization for a given property.*

General Info/Applicant

You can choose to auto-fill this information with your account information or your license professional information. Or you may choose to type in information specific to this project.

General Info/Contact Information

Include information in this section that will be helpful to the city or county if they need to contact someone at the site. This can either be homeowner/business information or the name of the person actually working on the site.

General Info/Contractor Info

Notice that you cannot edit any of this information. This is the license information that you included when you originally set up the account.

***Tip:** if you are purchasing services from more than one specialty area such as mechanical and electrical, only one contractor name will show on this screen. However when the Authorization to Begin Work is printed it will include the name and license number pertinent to the type of services purchased – the electrical authorization will list the electrical license info and the mechanical authorization will list the CCB license info.*

Step 2

Supervising Electrician/Local Licenses

If you are purchasing an electrical permit you must indicate the name and number of the supervising electrician on the job. This information will be verified.

For cities and counties that require a city or metro license, this is where you will enter that information.

Tip: Notice as you go along the Save and Resume button at the bottom right hand corner. You can use this function throughout the process to save your application and go back in at a later time to complete your selections and pay for your services.

Services

The next screen includes the services included in the category that you chose at the beginning. You will choose the quantity desired for each selection. The fee will calculate at the Pay Fees page. For a full listing of items in each category, please see the tables at the end of this document.

Step 3 - Review

Before you pay your fees you will get an opportunity to review the information relating to this project. For each section, you can edit the information and make changes prior to paying your fees.

Step 4 - Pay Fees (Application Fees)

This screen will itemize all your service selections by category and by jurisdiction (if the address you have selected is serviced by more than one jurisdiction).

Tip: If after reviewing the fees you find you have not selected correctly, click on the Review breadcrumb at the top of the screen and it will take you back to the review screen where you can edit and make changes. You cannot make quantity changes on the Pay Fees page.

Pay Fees (Pay with Credit Card)

Enter your credit card information. Your credit card information is not stored in the system so you will need to enter the information each time you make a purchase.

You have the option of manually completing the Billing Information or you can auto-fill with your Account Information that you entered when you originally set up your account.

Step 5 - Purchase Complete

You should receive an e-mail with the attached Authorization to Begin Work. This process is similar to the process you are currently familiar with. The jurisdiction will also receive a copy of your authorization and will be following up with an actual permit within 1 business day.

You may notice that the format of the Authorization has changed somewhat from what you are currently accustomed to. The report that prints from the new system will be dynamically created based on the services that you purchased. What you will see on the right-hand side of the report is only a listing of the services you selected and paid for.

City of Lake Oswego



Electrical Authorization To Begin Work

E-mailed To: debbie.l.wells@ci.eugene.or.us

40550-BEL-09-00007

6/12/2009 8:16 am

Check on status of permit

By Phone: 503-635-0390 or Email: Permits@ci.oswego.or.us

| TYPE OF WORK | |
|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Addition/alteration/replacement |
| CATEGORY OF CONSTRUCTION | |
| <input checked="" type="checkbox"/> 1 or 2 family dwelling | <input type="checkbox"/> Multi-family <input type="checkbox"/> Commercial <input type="checkbox"/> Accessory |
| JOB SITE INFORMATION AND LOCATION | |
| Job Address: 5 SCARBOROUGH DR | |
| City/State/ZIP: LAKE OSWEGO, OR 97034 | |
| Suite/bldg./apt.no.: | |
| Project Name: dw_lakeoswego_elec_res | |
| Cross Street/directions to job site: | |
| Tax map/parcel no.: | |
| DESCRIPTION OF WORK | |
| retesting branch circuits without service | |
| SITE CONTACT | |
| Name: Deborah Wells | |
| Phone: 541-689-9975 | Fax: |
| Email: debbie.l.wells@ci.eugene.or.us | |
| CONTRACTOR | |
| Elec lic. no.: C372 | CCB lic. no.: 179851 |
| Business Name: BRANDON KING ELECTRIC LLC | |
| Contact: | |
| Address: 18300 NE HILLSIDE DR | |
| City/State/ZIP: NEWBERG, OR 97132 | |
| Phone: 503-950-7858 | Fax: |
| Email: epermitting@state.or.us | |
| Metro lic. no.: | City lic. no.: |
| Supervising Electrician's lic. no.: 12345 | |
| Supervising Electrician's Name: charlie Tuna | |
| Number of inspections included in paid services: | |
| Residential Service: | 4 |
| Reconnect Only: | 1 |
| All Other Services: | 2 |

| PLAN REVIEW | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Please check all that apply: | | | |
| <input type="checkbox"/> A service or feeder beginning at 400 Amps where the available fault current exceeds 10,000 Amps at 150 Volts or less to ground | <input type="checkbox"/> Buildings more than three stories | <input type="checkbox"/> Hazardous locations | <input type="checkbox"/> A service or feeder rated at 600 amps or more |
| <input type="checkbox"/> exceeds 14,000 Amps for all other installations | <input type="checkbox"/> Floating buildings | <input type="checkbox"/> Marinas and boat yards | <input type="checkbox"/> Commercial-use agricultural buildings |
| <input type="checkbox"/> Fire pumps | <input type="checkbox"/> Installation of a 150 KVA or larger separately derived sys | <input type="checkbox"/> "A", "E", or "L-2" or "L-3" | <input type="checkbox"/> Recreational Vehicle Parks |
| <input type="checkbox"/> Addition of a new motor load of 100 HP or more | <input type="checkbox"/> Six or more residential units in one structure | <input type="checkbox"/> Supply voltage for more than 600 supply volts nominal | |
| <input type="checkbox"/> Health care facilities | | | |
| FEE SCHEDULE | | | |
| Description | Qty. | Ea. | Total |
| Branch circuits | | | |
| Branch circuits without service or feeder | 1 | \$62.25 | \$62.25 |
| Branch circuits each additional circuit without service | 1 | \$6.75 | \$6.75 |
| Electrical Permit Fees | | | |
| Subtotal | | | \$69.00 |
| State surcharge (12% of permit total) | | | \$8.28 |
| TOTAL PERMIT FEE | | | \$77.28 |

Only those services selected and purchased are shown on the Authorization.

Upon review and approval by your local jurisdiction, your permit will be e-mailed or faxed within one business day, with instructions on how to schedule your inspection.

NOTE: This Authorization To Begin Work expires within 180 days if a permit is not obtained.

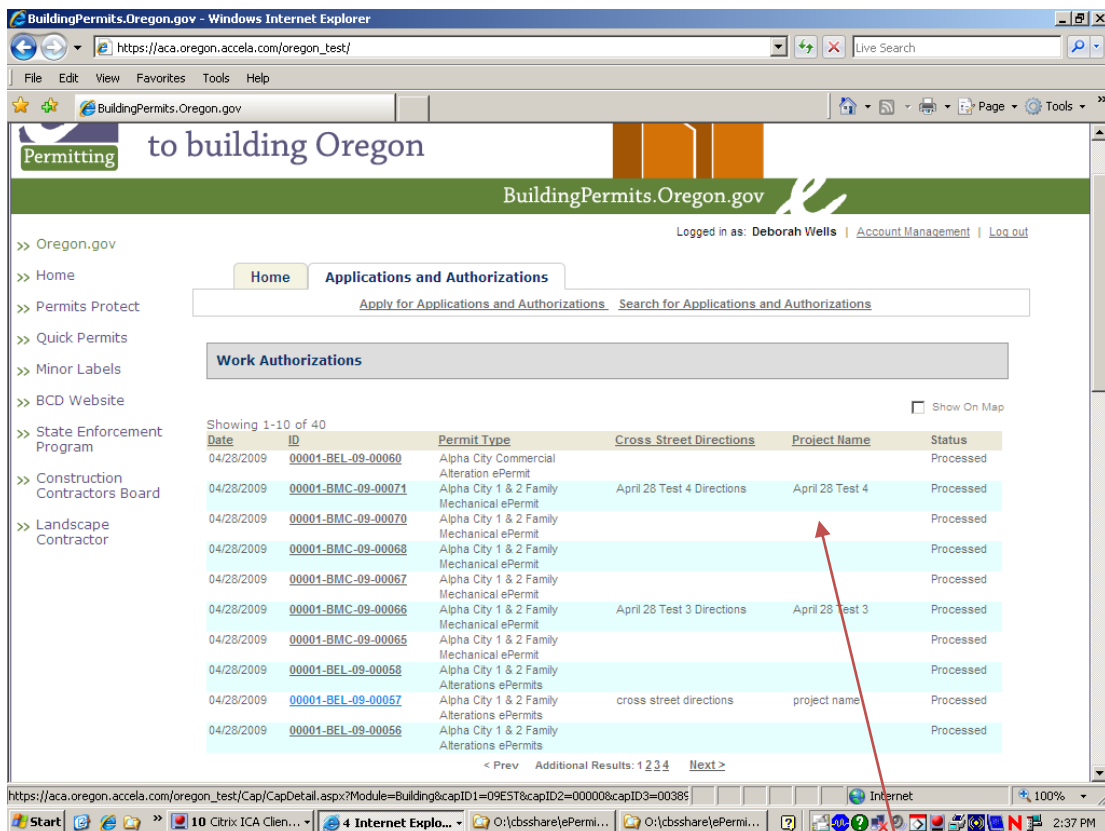
The local building department may determine that an Authorization To Begin Work is null and void if it does not meet applicable land use laws and local ordinances

This Authorization To Begin Work must be posted at the job site until replaced by a Permit

SEARCHING FOR AUTHORIZATIONS

The new system will retain historical data so you can go back to search for or reprint an Authorization. You can search by the following criteria:

- Site Address
- Licensed Professional (Contractor) Information
- Permit Application Information; or
- Date Range



The screenshot shows the BuildingPermits.Oregon.gov website interface. The page title is "BuildingPermits.Oregon.gov" and the user is logged in as "Deborah Wells". The main navigation menu includes "Home" and "Applications and Authorizations". The "Work Authorizations" section displays a table of 40 authorizations, with the first 10 shown. A red arrow points to the "Project Name" column in the table.

| Date | ID | Permit Type | Cross Street Directions | Project Name | Status |
|------------|--------------------|----------------------------------------------|----------------------------|-----------------|-----------|
| 04/28/2009 | 00001-BEL-09-00060 | Alpha City Commercial Alteration ePermit | | | Processed |
| 04/28/2009 | 00001-BMC-09-00071 | Alpha City 1 & 2 Family Mechanical ePermit | April 28 Test 4 Directions | April 28 Test 4 | Processed |
| 04/28/2009 | 00001-BMC-09-00070 | Alpha City 1 & 2 Family Mechanical ePermit | | | Processed |
| 04/28/2009 | 00001-BMC-09-00068 | Alpha City 1 & 2 Family Mechanical ePermit | | | Processed |
| 04/28/2009 | 00001-BMC-09-00067 | Alpha City 1 & 2 Family Mechanical ePermit | | | Processed |
| 04/28/2009 | 00001-BMC-09-00066 | Alpha City 1 & 2 Family Mechanical ePermit | April 28 Test 3 Directions | April 28 Test 3 | Processed |
| 04/28/2009 | 00001-BMC-09-00065 | Alpha City 1 & 2 Family Mechanical ePermit | | | Processed |
| 04/28/2009 | 00001-BEL-09-00058 | Alpha City 1 & 2 Family Alterations ePermits | | | Processed |
| 04/28/2009 | 00001-BEL-09-00057 | Alpha City 1 & 2 Family Alterations ePermits | cross street directions | project name | Processed |
| 04/28/2009 | 00001-BEL-09-00056 | Alpha City 1 & 2 Family Alterations ePermits | | | Processed |

Remember that it is helpful to include a project name so that if you purchase a large number of permits for a single property through this service, you can easily locate the one you are looking for.

The new system gives you a couple of features that you will find useful.

- You can select/search for only authorizations that you have purchased; and
- You can map your authorizations.

ACCOUNT MANAGEMENT

As a contractor, there may be circumstances when staffing changes or a license number might change. It is very easy to go into your account and make changes when necessary.

1. First log-in
2. Click on Account Management
3. Determine which area needs to be changed and expand that section
4. Save your changes

Forgetting your password

Similar to other websites, when you forget your password you can have a new password sent to you in the e-mail. However you will need to remember your security question so don't forget your answer!

SERVICE SELECTIONS

Below are lists of all services that can be offered through the Basic Services ePermitting system. Services selections are divided between the various permit types (electrical, mechanical or plumbing). Each jurisdiction will choose which services they will offer online therefore not all services may be available for a specific jurisdiction.

Electrical Service Selections

Electrical – 1 & 2 Family – Additions/Alterations

| | |
|-----------------------------|----------------------------------------------------------------------------|
| Residential Dwelling | Enter total square feet |
| | Each manufactured or modular dwelling |
| | |
| | Limited energy, residential (with sq ft) |
| Limited Energy | Stand-alone limited energy, residential |
| | |
| Services or Feeders | Services 200 amps or less |
| | Services 201 to 400 amps |
| | Services 401 to 599 amps |
| | |
| Temp Services | Temp services 200 amps or less |
| | Temp services 201 to 400 amps |
| | Temp services 401 to 599 amps |
| | |
| Branch circuits | Branch circuits with service or feeder |
| | Branch circuits without service or feeder |
| | |
| Misc | Service reconnect only |
| | Pump or irrigation circle |
| | Sign or outline lighting |
| | Signal circuit(s) or limited energy panel, alteration, or extension |

Electrical Service Selections

Electrical – Commercial – Additions/Alterations

| | |
|-----------------------------------|----------------------------------------------------------------------------|
| Multi-family res | Enter total sq ft |
| | Limited energy, multi-family (with sq ft) |
| | |
| Limited Energy Stand-alone | Stand-alone limited energy, multi-family |
| | Stand-alone limited energy, commercial |
| | |
| Services or Feeders | Services 200 amps or less |
| | Services 201 to 400 amps |
| | Services 401 to 599 amps |
| | |
| Temp Services | Temp services 200 amps or less |
| | Temp services 201 to 400 amps |
| | Temp services 401 to 599 amps |
| | |
| Branch circuits | Branch circuits with service or feeder |
| | Branch circuits without service or feeder |
| | |
| Misc | Service reconnect only |
| | Pump or irrigation circle |
| | Sign or outline lighting |
| | Signal circuit(s) or limited energy panel, alteration, or extension |

Mechanical Service Selections

Mechanical – Residential – Additions/Alterations

| | |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Environmental Exhaust & Ventilation | Range hood/other kitchen equipment |
| | Clothes dryer exhaust |
| | Single-duct exhaust (bath, toilet, utility rooms) |
| | Attic/crawl space fans |
| Gas fuel piping | Indicate what type of equipment installed Fees based on: One to four outlets Each additional outlet |
| Heating/Cooling | Furnace – up to 100,000 BTU |
| | Furnace – greater than 100,000 BTU |
| | Furnace electric |
| | Alteration of existing HVAC system |
| | Unit heaters (not electric) in-wall, suspended, etc. |
| | Vent for appliance other than furnace |
| | Air conditioner |
| | Heat pump |
| | Air handling unit |
| | Hydronic hot water system |
| | Residential boiler (radiator or hydronic) includes piping |
| Other appliances | Oil tanks, generators, etc. |
| Other fuel appliances | Water heater |
| | Decorative gas fireplace |
| | Gas log/log lighter |
| | Gas clothes dryer |
| | Gas stove/range |
| | Pool or spa heater |
| | Wood/pellet stove |
| | Gas or wood fireplace/insert |
| | Chimney/liner/flue/vent |
| | Flue vent for water heater or gas fireplace |

Mechanical Service Selections

Mechanical – Commercial – Additions/Alterations

Commercial mechanical permit fees are based on the value of work performed include all mechanical materials, labor, equipment, overhead and profit. For jurisdictions that will be offering this selection on-line, you will be asked to indicate your value of work along with what type of equipment you will be installing. Only the equipment being offered on-line by the jurisdiction will be available in the equipment selection screen.

Plumbing Service Selections

Plumbing – Residential – Additions/Alterations

Plumbing – Commercial – Additions/Alterations

| | |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fixture or Item | Dishwasher Clothes washer Drinking fountain Drywell Ejectors/sump Fixture cap Floor drain/floor sink/hub Garbage disposal Ice maker Interceptor/grease trap Sink/basin/lavatory Tub/shower/shower pan Backwater valve Urinal Backflow preventer Water closet Hose bib Water heater Expansion tank Trap primer |
| Internal mainline piping | Interior water piping Drainage piping Replace in-building water supply line Swimming pool or spa – water supply & drain Hydronic heating – open loop system |
| Sewer | Sewer cap Sanitary sewer Man holes Clean out Vent for appliance other than furnace |
| Site utilities | Catch basin or area drain Rain drain Storm sewer Water service Rainwater harvesting system Stormwater retention/detention tank/facility Pressure reducing valve |