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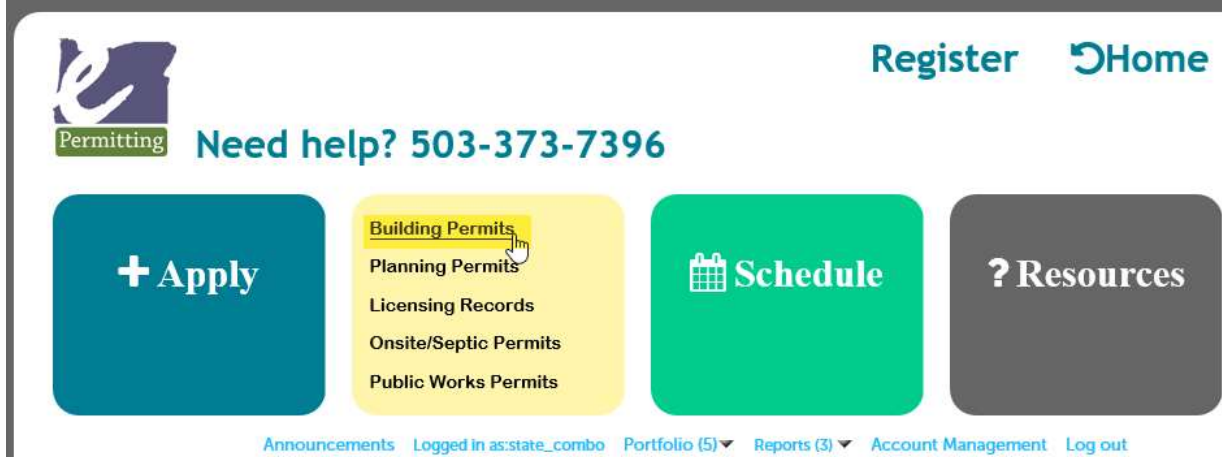
HOW TO UPLOAD A PERMIT DOCUMENT ONLINE

Web: www.buildingpermits.oregon.gov

Important message: You must be logged into an account to upload a document.

To browse to the permit/application to which you wish to upload documents to:

1. Mouse over the yellow SEARCH block at the top of the BuildingPermits.Oregon.gov website.



2. Search by entering the Permit/Application number or by partial address. **Note:** the best way to find information is to put less information into your search, so only enter the Permit/Application number with the dashes and leaving out any extensions like -MECH, -STR, -ELEC, -PLM, -PW, -PLNG - and when using the address search, use just the Street number and part of the Street Name. Any permits older than a year, please clear the Start Date so that it is blank to get all possible results:

General Search

*Change the **Start Date** field to find permits over a year old.*

Search my records only
 Search All Records

Start Date:
 End Date:

Permit/Application #:

Street #:
 Street Name:
 Unit Type:
 Unit #:

City:
 Zip:
 Parcel #:

3. Select by clicking your record open from the list of resulting records. **Note:** if only one record matches your search, it will automatically open to that record – if more than one record matches your search, you will have to click the blue record number hyperlink to open the record.

68 Record results matching your search results

Click any of the results below to view more details.

Showing 61-68 of 68 | [Download results](#)

<input type="checkbox"/>	Action	Permit/Application Number	Status	Permit Type	Agency	Address	Opened	Exp
<input type="checkbox"/>		995-19-000025-STR	In Review/Revisions Rcvd	Commercial Structural	OMEGA	123 MAIN ST, SALEM OR 97301	04/17/2019	10/17/2020
<input type="checkbox"/>		995-19-000025-STR-REV-01	Revision Complete	Commercial Revision	OMEGA	123 MAIN ST, SALEM OR 97301	04/17/2019	10/17/2020
<input type="checkbox"/>		995-19-000025-STR-REV-02	Revision Complete	Commercial Revision	OMEGA	123 MAIN ST, SALEM OR 97301	04/17/2019	10/17/2020
<input type="checkbox"/>		995-19-000020-STR	In Review/Revisions Rcvd	Residential Structural	OMEGA	123 MAIN ST, SALEM OR 97301	04/15/2019	10/15/2020

Once your permit/application is loaded, go to Record Info/Schedule Inspections > select Documents Upload/View:

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Building, Planning, Licensing, and Onsite/Septic. The 'Building' tab is selected. Below the navigation bar is a secondary menu with 'Apply', 'Search', and 'Schedule Inspections'. The main content area displays the following information:

- Record 995-20-000058-MECH:**
- Residential Mechanical**
- Record Status: App Submitted**
- Expiration Date: 08/31/2020**

Below this information is a sidebar menu with the following options:

- Record Info/Schedule Inspections (highlighted in yellow with a mouse cursor pointing to it)
- Record Details
- Processing Status
- Related Records
- Documents Upload/View (highlighted in yellow)
- Inspections

To the right of the sidebar menu is a 'Payments' dropdown menu.

IMPORTANT: Please note the limitations that are indicated for document upload in order to successfully upload your documents – file names, maximum size, and file types. Select the ADD button to start an upload.

Documents Upload/View

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

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

Description	Name	Type	Size	Latest Update	Action	En
No records found.						



A pop-up will appear, select the ADD button in this pop-up to locate your document. **Note:** you can only load one single document file at a time – you will have to repeat this process to add each separate document:

File Upload



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

Continue



Remove All

Cancel

How To Upload A Permit Document Online

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Browse to and select your document > Open to select it. **Note:** you may not be able to see any network/shared drives you have setup on our local computer – you may only be able to see your local drive so consider copying/saving locally in order to upload your document. Once selected and opened, your document will show in the upload window pop-up as 100%, select Continue.

File Upload



The maximum file size allowed is 80 MB.

html;htm;mht;mhtml are disallowed file types to upload.

Record Expiration Summary.pdf	100%
-------------------------------	------

Continue

Add

Remove All

Cancel

You will be returned to the Document Upload screen on the web page – you must now fill in the required fields for Type and Description. The document Type defines how your document will be categorized and handled by the agency that holds your permit/application – you can only select ONE document type. The document Description is information only and can be very helpful in addition to the file name. Select SAVE to complete the upload.

Documents Upload/View

Files names should not contain any special characters. Numbers, letters, dashes, underscores and

The maximum file size allowed is 80 MB.

html;htm;mht;mhtml are disallowed file types to upload.

Description	Name	Type	Size	Latest U
No records found.				

* Type:

--Select--

File:

Record Expiration Summary.pdf

100%

* Description:

spell check

Save

Add

Remove All

The window will refresh and a 'success' message will be displayed – your document information will also be shown now as uploaded in the lower half of the screen:



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

Record 995-20-000058-MECH:

[Add to collection](#)

Residential Mechanical

Record Status: App Submitted

Expiration Date: 08/31/2020

Record Info/Schedule
Inspections ▾

Payments ▾

Documents Upload/View

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

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Description	Name	Type	Size	Latest Update	Action	Entity
this is information about record expiration	Record Expiration Summary.pdf	Permit Related	374.56 KB	03/17/2020	Actions ▾	Residential Mechanical - 995-20-000058-MECH

There is an **Actions dropdown > View Details** that will display all the details for the document you have uploaded. There is also an active link to open the document itself. **Note:** when viewing uploaded documents – the person viewing will have to have the source application for the file type you uploaded, i.e. if you uploaded a .docx file type, the viewer will have to have Microsoft Word to view the document – if you uploaded as .pdf, the viewer will only have to have a free reader to view the document – keep this in mind as you decide what file type to upload. Select ADD to upload another document and repeat this process.

Description	Name	Type	Size	Latest Update	Action	Entity
this is information about record expiration	Record Expiration Summary.pdf	Permit Related	374.56 KB	03/17/2020	Actions ▾	Residential Mechanical - 995-20-000058-MECH

Add