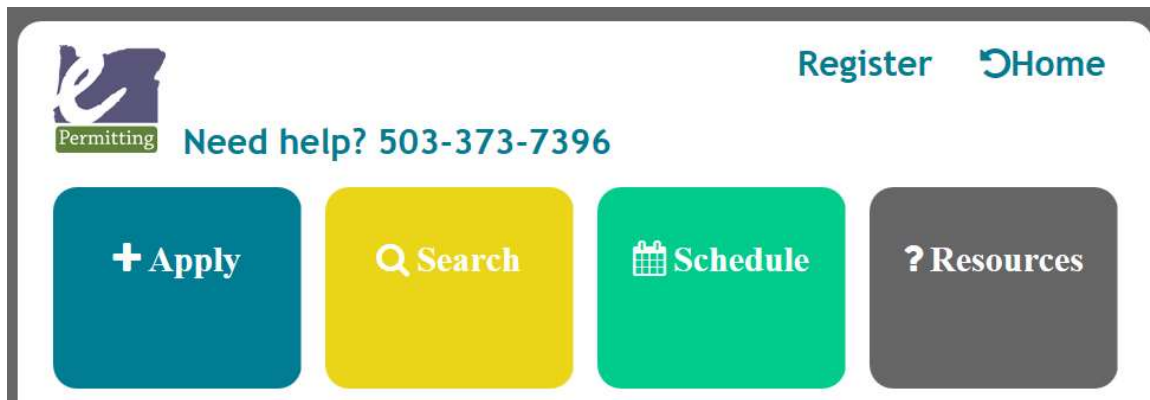


**MILWAUKIE BUILDING DIVISION**  
10501 SE Main St  
Milwaukie OR 97222  
503.786.7600  
building@milwaukieoregon.gov

# HOW TO APPLY FOR A PERMIT ONLINE

Web: [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

- 1.) Once logged into the website, hover over “Apply” on the left in the teal colored box, and click “Building Dept Application”.



- 2.) Read the terms and conditions, check the box “I have read and agree to the terms and conditions above”, and click “Continue Application”

Home **Building** Planning Licensing Onsite/Septic Public Works

Apply Search Schedule Inspections

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.

Building Codes Division, and the assessment of additional civil penalties under OAR 918-050-0850.

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

[Continue Application »](#)

- 3.) Enter the work site location (address) in the search fields. We recommend only adding the address numbers and the first three letters of the street name (ignore the direction). Click "Search"

## 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:

If the address doesn't populate, it's either not the correct address or it's not in the system. Please verify the address is correct and then email us at [building@milwaukieoregon.gov](mailto:building@milwaukieoregon.gov). Please state the address you tried to search for in the email.

- 4.) Select the correct address.

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

City:

If multiple versions of the address that you are searching for appear below, select one. If that address does not work, try selecting each version of your address until you find the permit type that you are looking for. If an address does not work, a blue error box will appear below with more suggestions.(2 items):

Showing 1-2 of 2

Action	Address	Description	City	State	Zip	Parcel	Owner
Select	6101 SE JOHNSON CREEK BLVD, LEWELLING, MILWAUKIE Clackamas OR 97206, 6101 SE JOHNSON CREEK BLVD, 6101 SE JOHNSON CREEK BLVD		MILWAUKIE	OR	97206	12E30AD00200	CITY OF MILWAUKIE

- 5.) The issuing jurisdiction will display. Click the small arrow next to the jurisdiction for a list of permits you can apply for.

### 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. (14 services found):

Milwaukie

**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. (14 services found):

▼ **Milwaukie**

- Commercial - Alarm or Suppression Systems
- Commercial - Electrical
- Commercial - Mechanical
- Commercial - Plumbing
- Commercial - Sign
- Commercial - Structural
- Commercial - Site Development
- Residential - Manufactured Dwelling Placement
- Residential - Mechanical
- Residential - Plumbing
- Residential - Structural
- Residential - Electrical
- Residential - Site Development
- ROW/Access

Continue Application »

The permit type list is generated from your license information you provided on your account. If you are licensed to perform the type of work you're applying for and it's not listed, your licenses aren't correctly linked on your account. For more information on that, please call the State for assistance at 503-373-7396 (also see the handouts "How To Use Oregon e-Permitting", and "What Permit Type Do I Apply For?" on our website). *Our office is not able to assist you with licensing issues.*

6.) Select the permit type you'd like to submit and click "Continue Application".

**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. (14 services found):

▼ **Milwaukie**

- Commercial - Alarm or Suppression Systems
- Commercial - Electrical
- Commercial - Mechanical
- Commercial - Plumbing
- Commercial - Sign
- Commercial - Structural
- Commercial - Site Development
- Residential - Manufactured Dwelling Placement
- Residential - Mechanical
- Residential - Plumbing
- Residential - Structural
- Residential - Electrical
- Residential - Site Development
- ROW/Access

Continue Application »

- 7.) Edit and delete the licensed professionals that will and will not be working on this application. When the list reflects the proper professionals, click "Continue 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>	1	CCB	State CCB License		5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	C797	(C) Electrical Contractor	EPERMITTING	S0004	5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	S0002	(PB) Plumbing Contractor	State Plumbing License	s0004	5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	S0005	Installer License	STATE DEQ LICENSE		5033737396	
<a href="#">Edit</a> <a href="#">Delete</a>	S0006	Engineer	State engineer License		5033737396	

[Continue Application »](#) [Save and resume later:](#)

- 8.) The system will then bring up the street address, parcel information, and owner information as read-only so you can verify you have selected the correct address. Click "Continue Application" if everything is correct. (Ownership is updated every 6 months. If the owner is incorrect, go ahead and continue the permit and send us an email with the correct owner name to [building@milwaukieoregon.gov](mailto:building@milwaukieoregon.gov)).
- 9.) Select the applicant. This would be yourself or your company since you're applying. If you aren't in the selection list, click "Add New" and add your information.

**Step 1: General Info > Applicant**

\* indicates a required field.

**Applicant**

Add the appropriate contact information for this permit application.

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

**Site Contact**

Add the appropriate contact information for this permit application.

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

[Continue Application »](#) [Save and resume later:](#)

- 10.) If you select from the list, a new window will pop up to add your individual information (in case your company was listed). Add your individual information.
- 11.) Select the Site Contact the same way you selected the applicant above. This is not required.
- 12.) Add the value (bid amount) of your project.
- 13.) Select the "Category of Construction".
- 14.) Add the Project Name (Examples: City Hall, ABC Coffee Co, etc) (not required).
- 15.) Enter the Cross Street Directions (not required).
- 16.) Enter the Description of Work for this permit only (all permits are separate and should be applied for separately).
- 17.) Click "Continue Application"

- 18.) Answer the general questions about the building to help us better understand the project. These questions will be different depending on what application you are applying for.
- 19.) Once you complete the general questions, you should receive a screen to add attachments. Click "Add" to upload your .pdf plans (if plans are required).

**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.

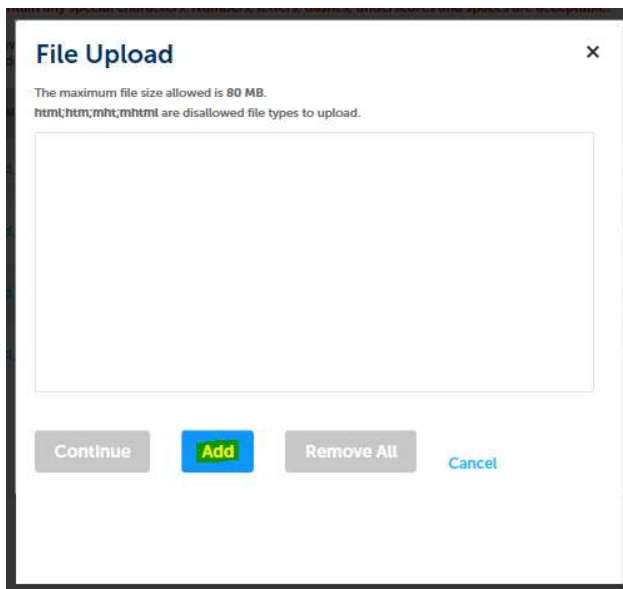
Name	Type	Size	Latest Update	Action
No records found.				

**Add**

**Continue Application »**

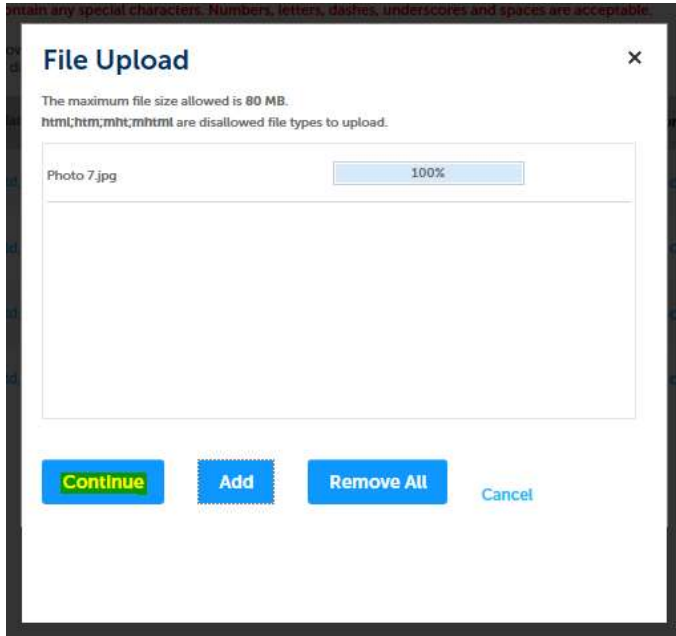
**Save and resume later.**

- 20.) When the File Upload window opens, click "Add" again.



- 21.) Select the files you would like to upload (.pdfs). **Your documents should have all protections removed so we can add our comments and approval stamps during review. Plans with protection in place cannot be reviewed.**

- 22.) When all documents are listed on the upload screen, click "Continue".



- 23.) Add a description of what the document is and select the document type.

A screenshot of a web form. It features a "Description:" label with a yellow highlight and a large text input area. Below that is a "Type (Required):" label with a yellow highlight and a dropdown menu showing "--Select--". Underneath is a "File:" section with "Document 7 - How To Register.pdf" and a "100%" progress bar. At the bottom, there are three buttons: "Save", "Add", and "Remove All", followed by a "Continue Application »" button.

- 24.) Click "Save". This will add the document to your permit. Once you have all the documents you want uploaded, click "Continue Application".
- 25.) Review your information. If everything looks correct, click "Continue Application". This will submit your application.

Thank you for your submittal! Any further communication will be through email and generated by the system (corrections, missing information, questions, fees due, etc).