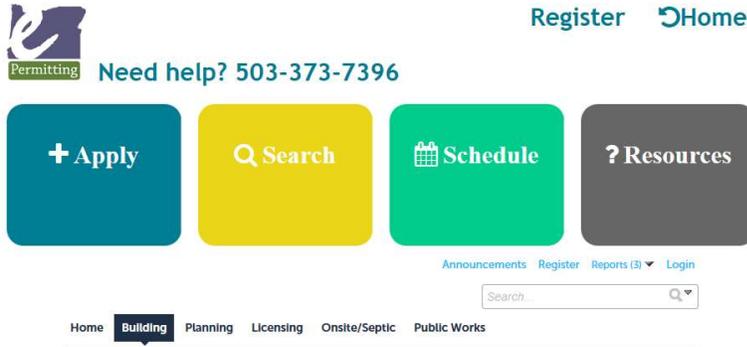


MILWAUKIE BUILDING DIVISION
10501 SE Main St
Milwaukie OR 97222
503.786.7600
building@milwaukieoregon.gov

HOW TO DOWNLOAD PLANS ONLINE

Web: www.buildingpermits.oregon.gov

- 1.) First, you want to find your permit. Hover over the yellow search box, and click "Building Permits"



- 2.) A search page will open. The dates at the top are automatically set to find anything in the last year. If you are searching for a permit with in the last year, change nothing. If you want to search for older permits, change the dates to the dates you'd like to search.
- 3.) Enter your search criteria. We've found it's better to search by one field at a time and to enter less information. For example:
If you're searching by [permit number](#), enter only the permit number (including dashes) (you can use "%" as a wild card – Example: 601-18-0005%).
If you're searching by [address](#), just enter the address numbers (not the street) and then select from the list.
Hint: If you search by street, the street name will not include directions (SE) (you can use "%" as a wild card - Example: Johns%).

General Search

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

Search All Records

Start Date:

End Date:

Permit/Application #:

Street #: Street Name:

Unit Type:

Unit #:

- 4.) Once you found your permit, click the permit number (in blue) to open it.

- 5.) On the permit screen, you will see a button that says "Record Info/Schedule Inspections". Click the little blue arrow next to the word "Inspections" to see other options.

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

Search Schedule Inspections

Record 601-18-000047-ELEC:
Commercial Electrical
Record Status: Permit Issued
Expiration Date: 07/07/2018

Record Info/Schedule Inspections  Payments 

Work Location

6101 SE JOHNSON CREEK BLVD
MILWAUKIE OR 97206

Record Details

- 6.) Click "Attachments"

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

Search Schedule Inspections

Record 601-18-000047-ELEC:
Commercial Electrical
Record Status: Permit Issued
Expiration Date: 07/07/2018

Record Info/Schedule Inspections  Payments 

Record Details

Processing Status

Related Records

Attachments

Inspections

EEK BLVD

- 7.) You will now see a list of all the documents attached to the permit. There may be additional pages to flip through to find the document you're looking for. Any approved plans will have "Approved Plans" in the name. There could also be more than one approved plan if revisions were submitted.

Attachments

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

Description	Name	Type	Size	Latest Update	Action
revisions	[REDACTED]	Plans - Architectural	608.54 KB	04/03/2018	Actions ▼
Approved Plans	Approved Plans 207.pdf	Plans - Architectural	5.47 MB	04/23/2018	Actions ▼
	FIN_TransactionReceipt_pr_20180423_121251.pdf	Receipt	71.60 KB	04/23/2018	Actions ▼
	std_BuildingPermit_pr_20180423_121347.pdf	Building Permit	58.70 KB	04/23/2018	Actions ▼
	FIN_TransactionReceipt_pr_20180423_143907.pdf	Receipt	71.60 KB	04/23/2018	Actions ▼

- 8.) Click the blue title of the document (hyperlink) to open it. From there, you should be able to save it anywhere you'd like on your computer (using "File", "Save As", selecting the location, and naming it).