

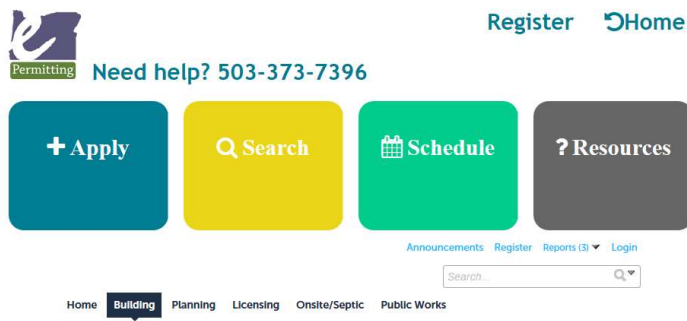
MILWAUKIE BUILDING DIVISION
 10501 SE Main St
 Milwaukie OR 97222
 503.786.7600
 building@milwaukieoregon.gov

HOW TO PAY PERMIT FEES ONLINE

Web: www.buildingpermits.oregon.gov

Note: You do not need to log in to pay fees. If you are logged into the system, you will only be able to see permits that you have applied for. If you are paying for any permit that you did not create under your log in, you will need to log out in order to see it.

- 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: 601-20-0005%).

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.) The system will then return what it finds.

If it found multiple permits fitting your search criteria, it will display a list. From that list, you can simply select “Pay Fees Due”

Showing 1-10 of 33 | [Download results](#)

<input type="checkbox"/>	Action	Permit/Application Number	Status	Permit Type	Agency	Address
<input type="checkbox"/>		601-20-000401-STR	In Review	Commercial Structural	MILWAUKIE	2301 SE WILLARD ST, MILWAUKIE OR 97222
<input type="checkbox"/>		601-20-000404-STR	In Review	Commercial Structural	MILWAUKIE	2301 SE WILLARD ST, MILWAUKIE OR 97222
<input type="checkbox"/>	Pay Fees Due	601-20-000198-ELEC-01	App Submitted/Addl Info Needed	Commercial Electrical	MILWAUKIE	2301 SE WILLARD ST, MILWAUKIE OR 97222
<input type="checkbox"/>		601-20-000198-STR	In Review	Commercial Structural	MILWAUKIE	2301 SE WILLARD ST, MILWAUKIE OR 97222

If your permit is the only permit it finds, it will automatically open it for you. In this case, click “Payments” and then “Fees”

Record 601-20-000198-MECH-01:
Commercial Mechanical
Record Status: Ready to Issue
Expiration Date: 08/29/2020

Record Info/Schedule Inspections ▾ **Payments ▾**

Work Location

2301 SE WILLARD ST
MILWAUKIE OR 97222

And then click “Pay Fees”

Record 601-20-000198-MECH-01:
Commercial Mechanical
Record Status: Ready to Issue
Expiration Date: 08/29/2020

Record Info/Schedule Inspections ▾ **Payments ▾**

Fees

Outstanding:

Date	Invoice Number	Amount	
02/04/2020	24991	\$3,277.15	Pay Fees
02/04/2020	25160	\$786.52	
02/04/2020	25160	\$327.72	
02/04/2020	25160	\$6,554.30	

Total outstanding fees: \$10,945.69

5.) Click "Continue Application"

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

Search Schedule Inspections

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Commercial mechanical permit (based on mechanical job value)	1	\$6,554.30
Mechanical plan review	6554.3	\$3,277.15
State of Oregon Surcharge - Mech (12% of applicable fees)	6554.3	\$786.52
Technology Fee	6554.3	\$327.72

TOTAL FEES: \$10,945.69
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

6.) Complete the payment details and click "Submit Payment" at the bottom.

Payment

Amount to be charged: \$10,945.69

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * CVV: ⓘ

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Country:

* Mailing Address:

* City: * State: * Zip:

* Primary Phone:

E-mail:

[Submit Payment »](#)

When a payment is received, the system will email our office so we know you've made a payment. If your permit is ready for plan check, upon receiving the email, our staff will route the permit to the plans examiners for review. If your permit is ready to issue, our staff will issue it and email back a copy of the permit to the applicant listed in the system. Once the permit is issued, you can download your digital plans. Printed approved plans (preferably in color) are required to be on site for the inspector.