

# WELCOME!

## How to UPLOAD DOCUMENTS IN ePermitting

### STEP 1 **SAVE YOUR DOCUMENTS AS PDFs**

This includes your plans, drawings, calculations, and application materials. While you may be able to upload other types of documents only PDFs will be reviewed.

**GO TO:** [BuildingPermits.Oregon.gov](https://BuildingPermits.Oregon.gov) (and LOG IN)

**NOTE: YOU MUST BE LOGGED INTO EPERMITTING**

### STEP 2 **SEARCH FOR YOUR BUILDING PERMIT**

First, hover your mouse over the BRIGHT YELLOW box that says Search



Next, click on BUILDING PERMITS



Scroll down the page to General Search and enter your permit # or street number to search for your permit. Then hit

**Continue Application »**

Select by clicking your record open from the list of resulting records. 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 record number hyperlink (in blue) to open the record.

### STEP 3 UPLOAD YOUR DOCUMENTS

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

The screenshot shows a web application interface. At the top, there are navigation tabs: Home, Building (selected), Planning, Licensing, and Onsite/Septic. Below these are buttons for Apply, Search, and Schedule Inspections. The main content area displays record information: Record 995-20-000058-MECH: Residential Mechanical, Record Status: App Submitted, and Expiration Date: 08/31/2020. A sidebar menu on the left includes options like Record Info/Schedule Inspections (highlighted with a yellow box and a mouse cursor), Record Details, Processing Status, Related Records, Documents Upload/View (highlighted with a yellow box), and Inspections. A Payments dropdown menu is visible on the right side of the sidebar.

**IMPORTANT:** To successfully upload your documents, please note the limitations that are indicated such as appropriate file names, maximum document size and PDF as the file type. You can only load ONE single document file at a time. You will need to repeat this process to add each separate document.

Select the ADD button to start an upload.

The screenshot shows the 'Documents Upload/View' page. It features a yellow warning banner stating: 'Files names should not contain any special characters. Numbers, letters, dashes, underscores and spaces are acceptable.' Below this, another yellow banner states: 'The maximum file size allowed is 80 MB. html;htm;mht;mhtml are disallowed file types to upload.' A table with columns for Description, Name, Type, Size, Latest Update, Action, and En is shown, but it contains the text 'No records found.' At the bottom left of the page, there is a green 'Add' button highlighted with a yellow box.

A pop-up window will appear. Select the ADD button in this pop-up to locate your document. Browse to find your document and OPEN to select it.

**IMPORTANT:** 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%. Then select

**Continue**

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.

### Documents Upload/View

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

The maximum file size allowed is 80 MB.  
htm;htm;mh;mhml are disallowed file types to upload.

Description	Name	Type	Size	Latest U
No records found.				

\* Type:  
--Select--

File:  
Record Expiration Summary.pdf  
100%

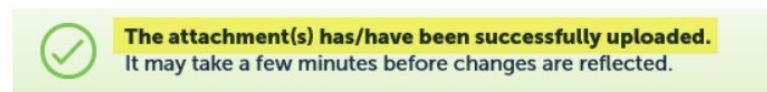
\* Description:

spell check

Save Add Remove All

The 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.

The window will refresh and you will receive this message:



Your document information will also be shown as uploaded in the lower half of the screen. To upload another document, select the ADD button and repeat the upload process.