Citizen Self Service Portal

Website: https://online.orcity.org/EnerGov_prod/SelfService#/login

Account Registration

Please register an account with a valid email that will be linked to your permit records. Registration can also be found under the "Home" Tab.
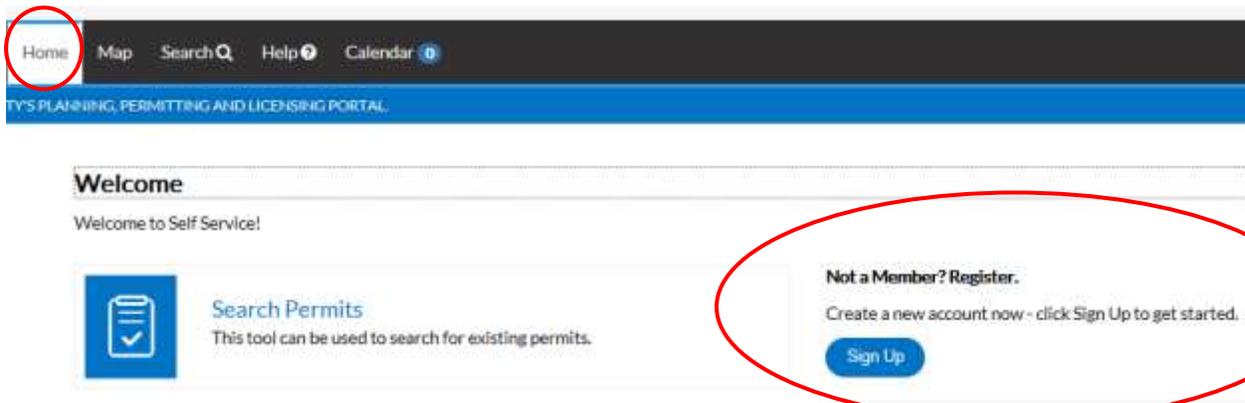
Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [   ] [Next]

Input email address and select "Next"

Home   Map   Search 🔍   Help ❓   Calendar 0

TY'S PLANNING, PERMITTING AND LICENSING PORTAL.

Welcome

Welcome to Self Service!

🗒️ **Search Permits**
This tool can be used to search for existing permits.

Not a Member? Register.
Create a new account now - click Sign Up to get started.
[Sign Up]

A notification will auto populate asking you to check your email. Log in to your email account to move on to the next step of the registration process.

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

The email will come from: permitnotification@orcity.org. Check your junk or spam email if you have not received the email. Select the "Confirm" link.

Citizen Self Service New User Account Confirmation   Yahoo/Inbox ⭐

permitinfo@orcity.org <permitinfo@orcity.org>   🖨️   Oct 5 at 6:09 PM ⭐
To: testing4oc@yahoo.com

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

↩️   ↩️   ➡️   ⋯

Once confirmed, you will be directed back to the Citizen Self Service Portal to complete your registration. Select "Register".

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email testing4oc@yahoo.com   Example

[Back] [Register]

Personal Info, Password and Contact Address Information must be completed to proceed.

Registration

Step 3 of 3: Contact Information

PERSONAL INFO   *REQUIRED

* First Name	
Middle Name	
* Last Name	
Company	
Business Phone	
Home Phone	
Mobile Phone	
Fax	
Other Phone	
* Email Address	testing4oc@yahoo.com
* Contact Preference	Address

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password	
* Confirm Password	

ADDRESS

Country Type	United States ▾
Enter Address	Enter a location
* Street Number	
* Street Name	
* City	
State	▾
* Postal Code	
County	
Unit or Suite	
* Address Type	Billing ▾

I'm not a robot   reCAPTCHA
Privacy - Terms

Back   Submit

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

Log In

Once registration is complete, log in to your account to begin scheduling inspections:

Log In

* Email Address	
	Email address is required
* Password	
Remember Me	☐

[Log In]   [Register]

Forgot your password?
Switch jurisdiction?

Scheduling Inspections

Click on the "Dashboard" tab to view Permits, Plans, Inspections and Invoices directly linked to your email account. Each email address linked to the submitted permit will have access to view and schedule inspections if the applicants have registered an account. Please list all of the applicable email addresses on the permit application at the time of submittal for individuals such as General Contractor/Owner, Electrical Contractor, Mechanical Contractor and Plumbing Contractor. These email addresses will also be used to email inspection results. Note: Permits will not populate under your Active Permits if your email is not directly related to the permit. Contact the Building Department to add your email account to your open permits.

My Permits

Select the "Active" circle to see a list of your active permits:

Select the permit number you would like to view:

Permit Number: BRESI-18-00106

Permit Details | Tab Elements | Main Menu

Type:	Building (Residential) - New Single Family	**IVR Number:**	101369	**Applied Date:**	10/05/2018
Status:	Issued	**Project Name:**		**Issue Date:**	10/05/2018
District:	RIVERCREST	**Assigned To:**	Roberts, Mike	**Expire Date:**	04/03/2019
		Valuation:	$0.00	**Finalized Date:**	

Description:

Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

The "Inspections" tab located below your Permit Details will show you the available inspections on your permit. In our new system we currently have prerequisites. As you can see below, the following inspections must be selected and approved prior to the remaining inspections being available to schedule. If you feel this is incorrect for your permit, please contact the Building Department.

Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections

Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections

Sort: Order

Description	Reinspection	Action
Footing	No	☐
Stem Wall	No	☐
Ufer Ground	No	☐
Foundation Drains	No	☐ This inspection cannot be requested yet due to prerequisites.
Rain Drains	No	☐ This inspection cannot be requested yet due to prerequisites.
Sewer Line	No	☐ This inspection cannot be requested yet due to prerequisites.
Storm Line Initial	No	☐ This inspection cannot be requested yet due to prerequisites.
Water Line	No	☐ This inspection cannot be requested yet due to prerequisites.
Mechanical Underfloor	No	☐ This inspection cannot be requested yet due to prerequisites.
Plumbing Underfloor	No	☐ This inspection cannot be requested yet due to prerequisites.

Results per page 10 1 – 10 of 30   << < 1 2 3 > >>

Request Inspection

Request Inspections

Select the "Action" checkbox related to the inspection you are requesting and select "Request Inspection".

Description	Reinspection	Action
Footing	No	☑
Stem Wall	No	☑
Ufer Ground	No	☑

Request Inspection

Each inspection will require attention. Input the date and comments directly related to each inspection if applicable. Note: We cannot always accommodate requests such as AM or PM. You may select "Use same date for all" inspections.

1 **#BRESI-18-00106**   ✕

Inspection Type:	Footing
Case Type	Building (Residential)
Address:	698 WARNER PARROTT RD OREGON CITY, OR 97045

* **Requested Date**

Comments/Gate Code

☐ Use same date for all

Submit

Each inspection requires you to select submit. You will see a green checkmark after each inspection has been submitted:

1 Case #BRESI-18-00106

Inspection Type:	Footing
Case Type	Building (Residential)
Address:	698 WARNER PARROTT RD OREGON CITY, OR 97045

Requested Date	10/09/2018
Comments/Gate Code	Lockbox 7777

✅ **Submitted**

2 #BRESI-18-00106

Inspection Type:	Stem Wall
Case Type	Building (Residential)
Address:	698 WARNER PARROTT RD OREGON CITY, OR 97045

* Requested Date [10/09/2018] 📋 [AM ⌄]

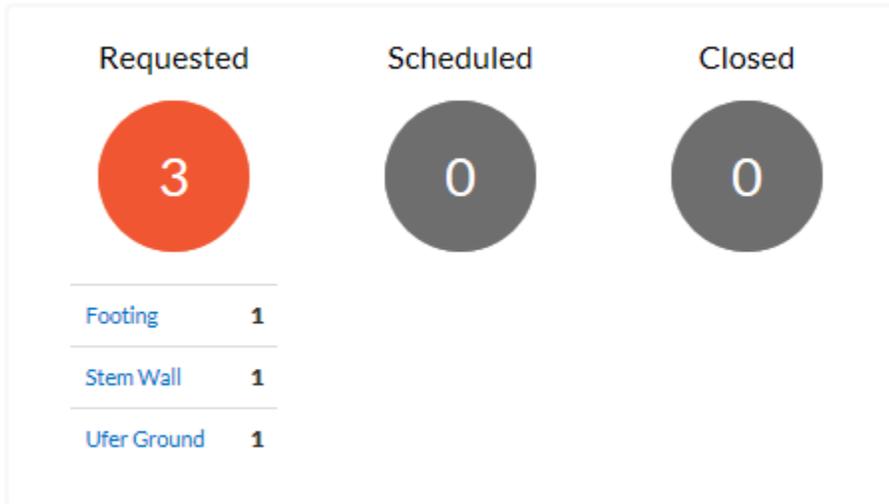**Comments/Gate Code** [   ]

☑ Use same date for all

[Submit]   **Input Comments and Select "Submit"**

Return to your "Dashboard" by selecting the "Dashboard" tab and scroll down to "My inspections" to view the requested inspections:
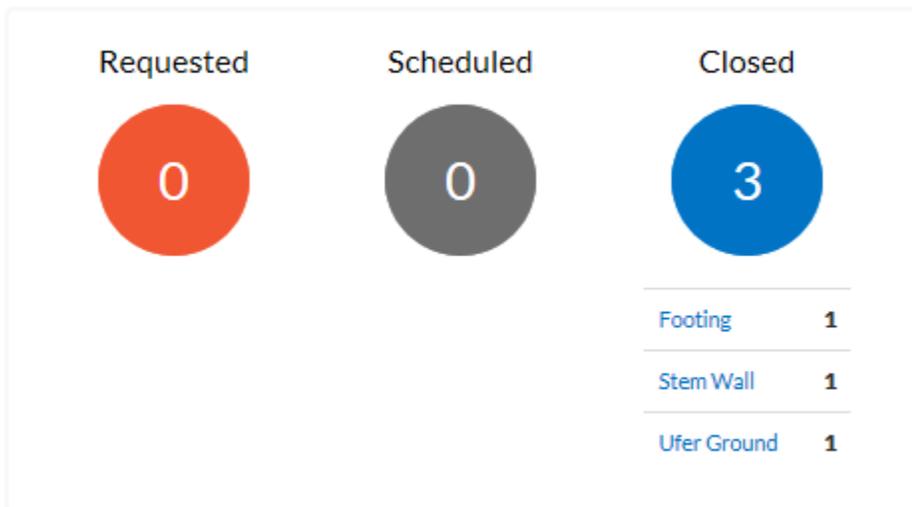
My Inspections

Requested   Scheduled   Closed

3   **0**   **0**

Footing	1
Stem Wall	1
Ufer Ground	1

▸ **View My Inspections**

After the inspections are complete you will be able to view your inspection under "My inspections", "Closed" inspections:

My Inspections

Requested   Scheduled   Closed

0   **0**   **3**

Footing	1
Stem Wall	1
Ufer Ground	1

▸ **View My Inspections**

If the inspection was denied, a notification will come up under "My Permits" as an "Attention" item. Select the permit, select the "Inspections" tab, select the denied inspection and then select the "Checklist" tab to view the comments on the denied inspection. You will need to view each specific inspection under the "Inspections" tab for comments regarding the inspection.

My Permits

Attention	Pending	Active	Draft	Recent
1	0	3	0	3

Building (Residentia... 1		Building (Residentia... 1		Building (Residentia... 1
		Public Improvemen... 1		Public Improvemen... 1
		System Developme... 1		System Developme... 1

• View My Permits

Inspection Number: INSP-002547-2018

Inspection Details | Tab Elements | Main Menu

Inspection Type:	Ufer Ground	Requested Date:	10/09/2018	Requested Time:	12:00 AM
Inspection Status:	Re-inspection required	Scheduled Date:	10/09/2018	Scheduled Time:	12:00 AM
Link Type Name:	Permit	Completed Date:	10/05/2018	Completed Time:	4:13 PM
Link Number:	BRESI-18-00106	Inspector First Name:	Tracy	Inspector Last Name:	Turner
Main Address:	698 WARNER PARROTT RD OREGON CITY, OR 97045				

Locations | Contacts | **Checklist** | Fees | Attachments | Previous | More Info

Checklist | Next Tab | Inspection Details | Main Menu

Checklist

Sort: Checklist Item ▾

Checklist Item	Description	Passed	Comments	Order
Electrical Code Violaton	Code Violations	No	R403.1.8 Grounding electrodes: #4 reinforcing bar must be stubbed up at least 12 inches.	1

A re-inspection must be scheduled prior to moving on with your other inspections.

INSP-002547-2018	Ufer Ground	Re-inspection required	10/09/2018	10/09/2018	Turner Tracy

Results per page 10 ▾   1 - 3 of 3   ‹‹ ‹ 1 › ››

Request Inspections

Sort: Order ▾

Description	Reinspection	Action
Ufer Ground	Yes	☐
Foundation Drains	No	☐ This inspection cannot be requested yet due to prerequisites.
Rain Drains	No	☐ This inspection cannot be requested yet due to prerequisites.

Re-inspections can be scheduled by going to the "Dashboard" and selecting your active permit. Select the "Inspections" tab and scroll down to "Request Inspections".

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
INSP-002545-2018	Footing	Passed	10/09/2018	10/09/2018	Turner Tracy	
INSP-002546-2018	Stem Wall	Passed	10/09/2018	10/09/2018	Turner Tracy	
INSP-002547-2018	Ufer Ground	Re-inspection required	10/09/2018	10/09/2018	Turner Tracy	
INSP-002548-2018	Ufer Ground	Passed	10/09/2018	10/09/2018	Turner Tracy	

Results per page 10 ⌄   1 - 4 of 4   ‹‹ ‹ 1 › ››

Request Inspections   Sort Order ⌄

Description	Reinspection	Action
Foundation Drains	No	☐
Rain Drains	No	☐
Sewer Line	No	☐
Storm Line Initial	No	☐
Water Line	No	☐
Mechanical Underfloor	No	☐ This inspection cannot be requested yet due to prerequisites.
Plumbing Underfloor	No	☐ This inspection cannot be requested yet due to prerequisites.
Radon	No	☐ This inspection cannot be requested yet due to prerequisites.
Structural Underfloor	No	☐ This inspection cannot be requested yet due to prerequisites.
Shear Exterior	No	☐ This inspection cannot be requested yet due to prerequisites.

At this time we are not accepting applications online or payments made online. Mobile devices can be used to schedule inspections.

Please let us know if you have any questions or encounter any problems.

Thank you,

Oregon City Building Department
698 Warner Parrott Rd
503-722-3789
permits@orcity.org