OREGON CITY

BUILDING DIVISION
ELECTRONIC SUBMITTALS

Submittal Requirements:

- ***Land Use must be approved by Planning and Development Services prior to building permit submittal.***
- **Building Division applications shall be emailed to permits@orcity.org.**
- **Land Use applications may be submitted here or visit https://www.orcity.org/communitydevelopment/webform/online-submittal-land-use-applications.**
- **Building Division applications and forms may be found here.**
- **Building Division Submittal Steps:**
  1. **Submit application(s) only to permits@orcity.org**
  2. **After your application has been deemed complete, you will receive a Mimecast request to upload documents. At that time, you may upload all submittal documents per the Document Requirements listed below.**
  3. **Once submitted, documents will be verified for intake. You will be notified if your submittal is incomplete or if the Document Requirements have not been met.**
  4. **Once all documents have been verified for intake, you will receive an invoice for the plan review fee(s), along with payment options. Only plan review fees are collected prior to review, and the review will not begin until paid. Final fees will be paid upon final approval.**
  5. **The application will be placed in line for review *after* plan review fees are paid.**
- **Submittal dates will be based on date of *complete* application. Applications are complete once all documents required for the review have been submitted and verified.**
- **All revisions and deferred submittals must be accompanied by an Oregon City Transmittal sheet. The Transmittal may be found here and must include the permit number.**
- **Any associated approved Land Use file numbers must be noted on submitted applications.**
- **Residential building permit applications must include all applicable items listed on the Application Checklist found here**
- **Commercial applications must include all applicable items listed on the Application Checklist found here.**

Document Requirements:

- **Electronic documents must be in .pdf format**
- **Plans must have a 2”x2” blank area in the upper right-hand corner of every plan page to allow placement of City of Oregon City stamp of approval.**
- **When submitting large projects that include MEP drawings, plan review for the MEP plans will not take place without an application provided for each discipline and plan review fees paid.**
- **Submittals must be separated by discipline. For example, when submitting for a large project that includes building, mechanical, electrical and plumbing work, a separate submittal will be made for each discipline. It is helpful if mechanical, electrical and plumbing drawings include cover sheets that explain the building location, occupancy type, deferred submittals, etc.**
- **File Names: Files shall be named using the following convention:**
  (Project Name) - (Project Address) - (Document Type - examples: Plans, Application, Calcs).pdf

OREGON CITY

- **Documents must be combined by Type. For example: Transmittal form is (1) PDF, Permit Application is (1) PDF, Calculations are (1) PDF, Architectural Plans are (1) PDF, etc. DO NOT SEND ALL DOCUMENTS IN ONE SINGLE PDF.**
- **Navigation pages must be labeled to match the plan pages. Ex: G.001 = page G.001 , NOT G.001 = page 1**
- **Please remove any security restrictions on documents that are being submitted.**

Review:

- **Applications are reviewed in the order received.**
- **You will be contacted by a Plans Examiner if the review requires additional information. Once the application is approved by all applicable departments, staff will provide instructions for final payment.**

Final Payment:

- **Please do not send payment until you have received a final invoice.**
- **Payments may be made via Credit Card Authorization, over the phone with a credit card or via check. Checks may be required for large payment amounts. Acceptable credit cards include Visa and Mastercard. Checks may be mailed to PO Box 3040, Oregon City 97045, and shall be payable to City of Oregon City.**
- **The Building Division fee schedule may be found here.**

Issuance:

- **Once all fees have been paid, City staff will email your receipt, permit and approved plans. The stamped plans will need to be printed and available on the job site for inspections.**

Contact Information:

- **Building Division inquiries and submittal questions may be directed to permits@orcity.org.**
- **Planning Division inquiries and submittal questions may be sent to planning@orcity.org.**
- **Development Services/Engineering inquiries may be directed to engineering@orcity.org.**

Additional Information:

- **Building Division information: Visit https://www.orcity.org/building.**
- **Planning Division information: Visit https://www.orcity.org/planning.**
- **Development Services/Engineering information: Visit https://www.orcity.org/publicworks/engineering-permits.**
- **Building Division Customer Self Service Portal (to schedule inspections or view permits) may be found here or visit https://www.orcity.org/building/customer-self-service-portal.**