

WELCOME!

How to GET STARTED WITH EPERMITTING

NOTE: Recent changes to the ePermitting website are not reflected in these instructions, so there will be a difference between the graphics we've used here and the ones you'll see on the current website.

GO TO: BuildingPermits.Oregon.gov

This is the ePermitting website. You will use this for all of your Lincoln City building/structural, mechanical, and demolition permits and to schedule all of your inspections.

STEP 1 REGISTER AND CREATE AN ACCOUNT

A. Click on **REGISTER**



B. **Terms and Conditions** will appear. Read and agree by clicking the checkbox and then hit

Continue Registration »

C. Enter your information—Name, email, and select a password. Then hit

Add New

D. Select “Owner” in the box that says Select Contact Type, then hit

Continue

E. Enter billing/permit contact information (address, phone, email) then hit another

Continue

YOU ARE NOW REGISTERED!!!

Proceed to Step 2 (next page)



STEP 2 ADDING A LICENSE

- A. If you aren't already there, log back onto ePermitting with your email and password. Now you will select **Account Management** from the very small print underneath the large colored blocks.



- B. Halfway down the page you will see **License Information**, so click on



- C. Under License Type, scroll to near the bottom of dropdown menu you will select **CCB**.

- D. Under License Number you will type in **OWNER-STR/MECH**.

- E. Next, click on

- F. Finally, select **Add License to Account**. It will be very small blue text under Action.

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License Number	Type	Name	Business Name	Action
OWNER-STR/MECH	CCB		SEE PROPERTY OWNER INFORMATION	Add License to Account

- G. A pop-up window will ask "Do you want to associate this license to your account?" Click **OK**

YOU HAVE ADDED A LICENSE!!!

Proceed to Step 3 (next page)

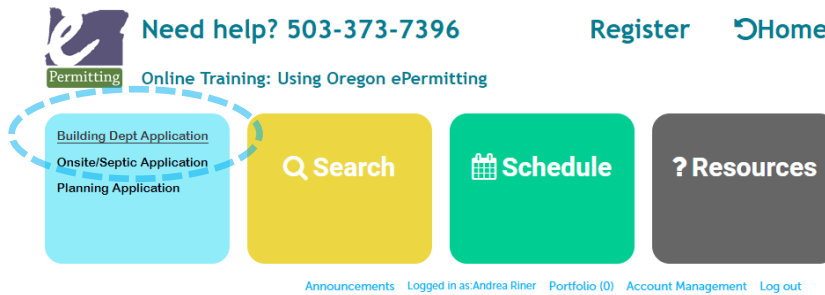


STEP 3 BUILDING DEPT APPLICATION

A. If you aren't already there, log back onto ePermitting with your email and password. Put your cursor over the **+Apply** block on the far left.



B. Select Building Dept Application



C. **Terms and Conditions** will appear. Read and agree by clicking the checkbox and then hit



D. Enter the Work Site location. For best results enter the minimum amount of information, including the Street NUMBER, and the first three characters of the STREET NAME, then click



- **IMPORTANT:** If no address is found use "123" for the Street NUMBER and "Temporary" for the STREET NAME.
 - Verify that the address you searched for is displayed. If there are Multiple addresses, click "Select" next to the address you want to use for your application.
- E. You should now see a prompt under the heading "Jurisdiction Issuing Permit", so click on **City of Lincoln City Building Dept**. From there, select only one type of the services provided. If you need to apply for multiple permit types you must apply for each one separately.

YOU ARE NOW READY TO PROCEED TO "How to Upload Documents to ePermitting"!