HOW TO ACCESS LAND USE FILES THROUGH OUR WEB PAGE:

- Go to www.clackamas.us/planning

- For applications submitted <mark>AFTER Jan. 1, 2014</mark>, select ⎯ .
- For applications submitted <mark>PRIOR to Jan. 1, 2014</mark>, select ⎯
- You can find permit numbers for the older files in the new database, but you may not see the related documents.

Files submitted AFTER Jan. 1, 2014: (NOTE: You do NOT need to create an account to access files.)

After you click on the link for the newer files above, the screen will look like this:

Select "Search Applications" under Planning

Now your screen will look like this:
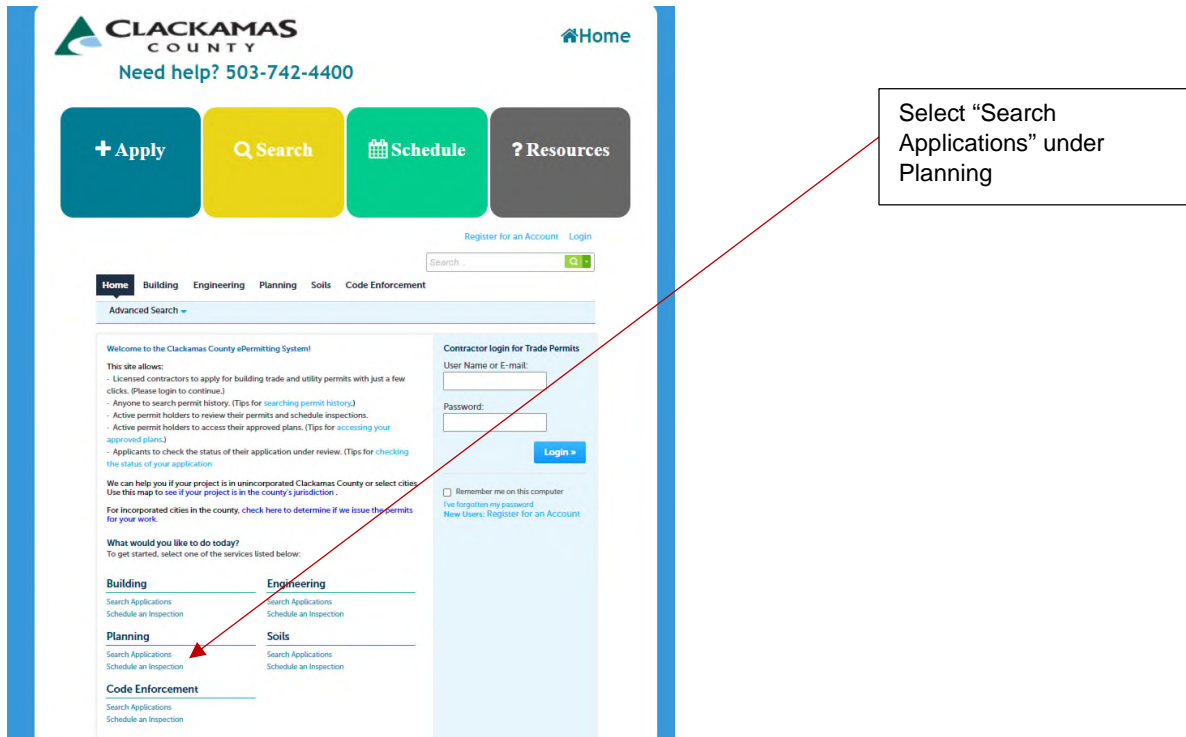
Search by permit # (Z____-__)

Search by address
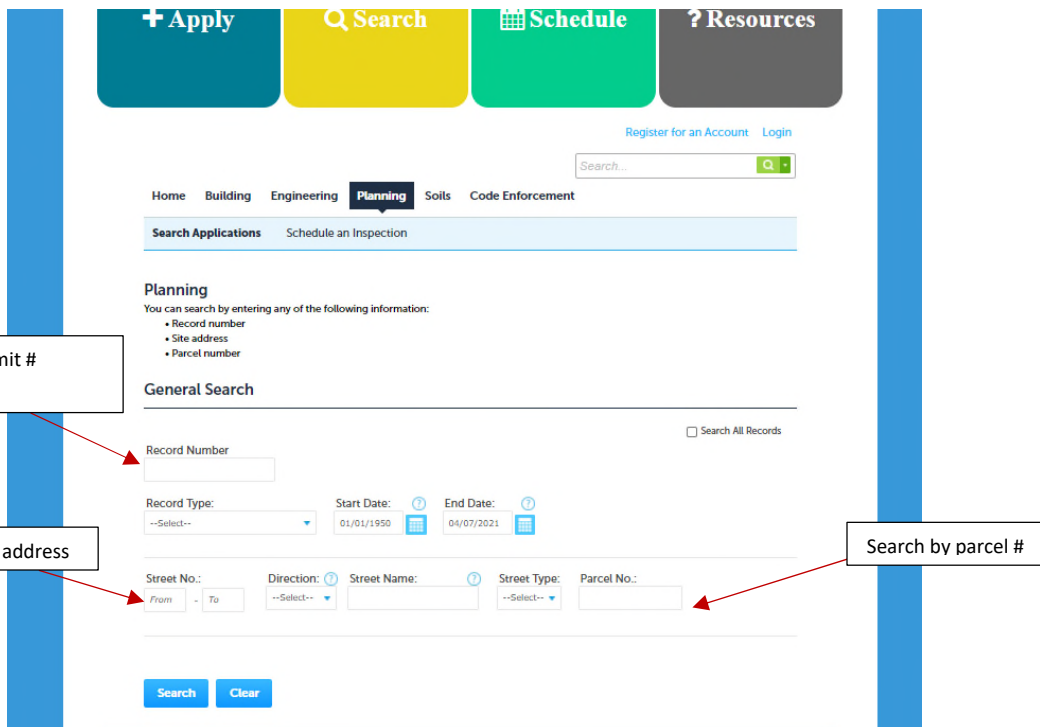
Search by parcel #

- You can search by several different criteria (street address, permit/record #, parcel #, record type, as well as within a date range. You do not need to enter an entire address if you are unsure, you can search by street name alone if you want.). Note that the more criteria you add to your search, the more narrow the results will be.
- Once the record is found, you will see information related to the file. For example:

Click on the arrow next to "Record Info", and select "Attachments" to view documents related to the file.

The scanned documents related to the file will show up under Attachments:

If the land use application was filed prior to January 1, 2014, the information will still show up in this database, but you may not be able to see the attachments. You will need to use the other database to view most of the documents related to files submitted prior to 2014.

- **To Download/Export the results:** After completing your search, you can download the results as a .csv file by licking the "Download results" link. The .csv file is best opened with a spreadsheet program. Files with over 5000 records may take a few minutes to download. Below is an image of where to find this link:

100+ Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 100+ | Download results

	Date	Permit Number	Permit Type	Project Name	Address	Status	Action
☐	12/31/2023	E0705823	Building - Electrical	200 AMP PANEL REPLACEMENT	16205 SE WEBSTER RD, MILWAUKIE OR 97267	Issued	
☐	12/29/2023	E0704723	Building - Electrical	Beckwood Place Lot # 39 NSFR	838 NE 17TH AVE, CANBY OR 97013	Lobby	
☐	12/29/2023	E0704623	Building - Electrical	RENEWABLE ENERGY PLUS 1 CIRCUIT FOR 2.94 kW SOLAR	2491 SOUTHSLOPE WAY, WEST LINN OR 97068	Issued	

Files submitted BEFORE Jan. 1, 2014:

If you select the database for files submitted prior to Jan. 1, 2014, your screen will look like this:

Land Use Documents   Building Codes Documents   Septic Documents

Land Use Documents

This tool will allow you to access historical permit documents filed with the Department of Transportation and Development.

Click on search results below to view documents.

File Number: (ie. Z0024-14)	Address	Parcel Number
Enter file number ✕	OR Enter address ✕	OR Enter parcel number ✕

Retrieve Documents

- This database will pull up files and related documents submitted prior to Jan. 1, 2014. You will need to be sure and enter the file number exactly as described at the top of the page.