

Homeowners Apply for Residential Electrical, Plumbing and Mechanical Work Permits

Contractors: If you have an active CCB and proper licensure to do the scope of work, please apply for permits using [Permits Online](#).

Homeowners who need a Building Permit: Refer to the section above, [How to Submit Permits That Require Plan Review](#), for requirements on uploading your application and plans. (If you are submitting a building permit which requires plan review, attach related electrical, mechanical and plumbing applications with the building application)

Homeowners who are applying for mechanical, electrical or plumbing work on their own residence: Use the process described below to apply for permits. (These applications typically have a quick turnaround time and do not require plan review.)

STEP 1: Get permit application forms.

Download the permit application forms corresponding to the work you're planning to do from the [Building Forms](#) webpage on the [Building Codes home page](#). These electronically fillable application forms are listed under *Electronic Submittal Forms*.

- If you are doing your own work on your own residence, complete the [Property Owner's Statement](#).
- If you are getting permits but a contractor is doing the work on your property, complete the information about your contractor on the [Property Owner's Statement](#). We will verify current Construction Contractors Board (CCB) licensing for you when we review the permit application.

TIP: Don't see a form you need? Check the Single Documents section of our [Building Forms](#) web page.

STEP 2: Fill out these forms completely and accurately (sign where required).

- The permit **Application**
- The **Project Description** form (to help us understand the project since we cannot talk face-to-face)
- The **Property Owner Statement**

STEP 3: Email your forms for verification to: Bldservice@clackamas.us.

Permits staff will review for completeness and fees due.

Payment options:

- With our lobby hours limited and staff working remotely, payment by credit/debit card is most efficient (bank service fees do apply). When paying by credit card, include a signed [Credit Card Authorization form](#).
- We can accept a check by mail (made out to Clackamas County with the permit number on the memo line), but we will have to keep your application on hold until we receive the funds.

STEP 4: Receive your permit.

Permits staff will email your payment receipt and permit to you. (Please have a copy of the permit onsite.)

STEP 5: Begin work and call for your inspections.

Schedule an inspection [online](#) or by calling the inspection request line at 503-742-4720.

Questions? Please send an email to bldservice@clackamas.us.