



Septic & Onsite Wastewater Online Application Training

October 3, 2023





Benefits



VALUE to the customer/public

- Available 24/7/365
- Reduce printing costs
- Save time and travel submitting and receiving updates online
- Easy access to final documents set for download
- Automatic file versioning – (see files at previous points in time)
- Online information access & project tracking



- [Help Videos](#) (under heading: "Using Development Direct")
- Simplified and Secure Login/Dashboard
- Easy Status Look-up
- eForm upload capabilities
- Centralized communication
 - View and Respond to Review Comments Online
 - View and Respond to Review Comments via Excel



Getting Started

Browser Requirements

- Supported browsers:
 - Chrome
 - Edge
 - Firefox
 - Safari
- Must turn off browser pop-up blocker





Septic and Onsite Wastewater Projects Introduction:



- Go live date for using Development Direct to apply for Septic projects is October 4
- Development Direct: <https://clackamas-or-us.avolvecloud.com/Portal/Login/Index/Clackamas-County-OR>
- Septic Resources/FAQ: <https://www.clackamas.us/septic>
- Septic forms for using for a Development Direct application: <https://www.clackamas.us/septic/forms>



Septic and Onsite Wastewater Project Application Types:



- Authorization Notices
- Existing System Repair Evaluations
- Existing System Verifications
- Inspection Paperwork Uploads
- Major and Minor Repairs
- Major and Minor Alterations
- Septic Permits
- Site Evaluations
- Pumper Truck Inspections
- Revisions (changes to already approved project)



Workflow Overview & Terms



- Steps in the application influence each other
- Some steps may be required and will need to be addressed before Development Direct accepts an application

Helpful terms:

- Upload and submit – uploading files after the application was submitted successfully
- Prescreen – check to make sure all documents are present
- Formal review – review of all submitted documents

New Account/Login

- Follow instructions to apply for a Septic project.
- Email invitation from Development Direct to create an account.
- Forgot your Password? Easy to reset!

The screenshot shows the 'DEVELOPMENT DIRECT' logo at the top left. The page title is 'Clackamas County Development Direct Portal' and the date is 'September 19, 2023'. The main heading is 'Login'. There are two input fields: 'E-mail:' with the value 'bteam@clackamas.us' and 'Password:'. Below the password field is a 'Login' button. A link for 'Forgot password?' is located below the login button. A message states: 'Your projects are important to us. Please check [here](#) for upcoming closures to make sure your development projects are kept on track.' Below this is a 'Create Account' button. On the right side, there is a 'Welcome to Development Direct - Clackamas County's Electronic Permitting and Plan Review Portal' section. It includes a list of benefits: 'Complete and submit online applications for Building permits and Development Engineering permits', 'Have your plans and documents submitted, reviewed and approved electronically', and 'Pay fees, and manage your plan review projects from start to finish.' A note specifies that only Building Permits and Development Engineering Permits are available at this time. It also provides links for 'First time Development Direct user?' and 'Do you need personal assistance?'. A section for 'New to Clackamas County?' lists various resources like 'Schedule a Building, Plumbing, Mechanical, or Electrical Inspection', 'Information about Development Engineering Inspections', 'Search Applications and View Inspection Results', 'Records Requests', 'Transportation & Development Homepage', 'Clackamas County Homepage', and 'Revised Accessibility Requirements - Effective Sept. 7, 2023'.



Initial Application

Starting a new application

Onsite Wastewater (Septic) Projects

For a full description of permit types, visit <https://www.clackamas.us/how-to-apply-for-a-permit>.

- Onsite Wastewater (Septic) Permit
- Site Evaluation
- Authorization Notice
- Existing System Verification
- Pumper Truck Inspections
- Inspection Paperwork Uploads

Click the button below to apply for onsite wastewater permits or manage previous submittals. Need help? 503-742-4740 / soilsconcern@clackamas.us.

Apply + Manage Onsite Wastewater Projects

Onsite Wastewater Revisions

Revisions: **Issued Permits ONLY**

- Changes to a project with an already **issued/approved** project
 - Only for revisions when the original application was submitted through Development Direct (after 10/04/2023)
- Please complete the short application by clicking below and following the steps
- **Important:** If you were NOT the original applicant, please contact our permits team to be added to the project **prior** to submitting a revision: 503-742-4740 or soilsconcern@clackamas.us

*If you have corrections to plans currently under review (project not issued/approved), please go to **Apply + Manage Onsite Wastewater Projects** to access the project and upload corrections.*

Click the button below to apply for Onsite Wastewater Revisions or manage previous submittals.

Need help? 503-742-4740 / soilsconcern@clackamas.us.

Apply + Manage Onsite Wastewater Revisions

Starting a new application

The screenshot shows the 'Development Direct' web application interface. At the top, there is a navigation bar with 'Home', 'Profile', and 'Services' links. Below this is a header for 'Clackamas' and 'Apply + Manage Onsite Wastewater Projects'. The main content area is divided into two columns. The left column is titled 'Start New Application Request' and contains instructions: 'To start a new application request: - Select an application type - Provide an application name - Click the button below'. Below these instructions is a form with a 'Type:' dropdown menu set to 'Septic Application' and a 'Project Name:' text input field containing 'Minor Repair'. A red circle highlights this form, with a red arrow pointing to it from the left. Below the form is a 'Start Application Process' button. The right column is titled 'My Projects' and contains a table with columns for 'PROJECT', 'DESCRIPTION', 'LOCATION', and 'STATUS'. The table lists five projects with their respective IDs, descriptions, and statuses. Below the table is a 'View All Projects' button. At the bottom of the page, there is a section for 'Applications:' with a dropdown menu set to 'Unsubmitted' and a table with columns for 'REQUEST #', 'NAME', and 'TYPE'. The table lists two records: 'TEMP-SEPTIC-3045' (new application) and 'TEMP-SEPTIC-2875' (new septic install).

DEVELOPMENT DIRECT

Home Profile Services

Clackamas Apply + Manage Onsite Wastewater Projects

Start New Application Request

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * Septic Application ?

Project Name: * Minor Repair

Start Application Process

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS
ST000723	Soils - Septic Permit - 52E05DD00307 - 588 ANNE LN MOLALLA		Intake Paymer
SE001623	Soils - Combo - 11E25CB00200 - 9696 SE OMARK DR MILWAUKIE		Intake Paymer
ST001423	Soils - Septic Permit - 22E09AC00300 - 15033 SE 94TH AVE CLACKAMAS		Intake Paymer
SE001523	Soils - Combo - 11E25AA06200 - 8849 SE 40TH AVE MILWAUKIE		Intake Paymer
SE002123	Soils - Combo - 22E17BA01509 - 6660 BUCKINGHAM DR GLADSTONE		Upload

1 - 5 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

View All Projects

Applications: Unsubmitted ?

REQUEST #	NAME	TYPE
TEMP-SEPTIC-3045	new application	Septic Application
TEMP-SEPTIC-2875	new septic install	Septic Application

1 - 2 of 2 records

Starting a new application

Submitter is current user.

The current logged in user, who is the property owner, or an authorized representative of the property owner.

First Name * Robert

Last Name * Goodwin

Email Address * RGoodwin@clackamas.us

– Applicant

COMPLETE

Applicant is current user.

Only person notified via email to upload files, make payments and respond to correction requests during the application review.

Business Name Clackamas County

First Name * Robert

Last Name * Goodwin

Address * 150 Beaver creek Road

City * Oregon City

State * Oregon

Zip * 97045

Primary Phone * (503) 502-8163

Additional Phone

Email * RGoodwin@clackamas.us

– Owner Contact

COMPLETE

Starting a new application

- Owner Contact COMPLETE

Owner is current user.

First Name * Robert

Last Name * Goodwin

Phone * (503) 502-8163

Email * RGoodwin@clackamas.us

- Job Site Information and Location COMPLETE

Address Selection * Job Site Address
 Job Site Taxlot Number
Enter the search criteria, then click 'Lookup'. Select from available results.

Street Number 150

If you are looking for 9101 Saint Anthony, try searching for 91
This value is not a number.

Street Name beavercreek

If you are looking for Saint Anthony, try searching for: %Anthony

Do not include:

- Street Direction: S, SE, NW, N
- Street Type: Rd/Road, Ln/Lane, Dr/Drive

Still not finding the address you are looking for...?

- Try using fewer search parameters. Use the street number OR the street name.
- Make sure there are no unwanted spaces in the search box.
- Contact our customer service representatives at 503-742-4400 for assistance

Lookup

No.	Direction	Street Name	Suffix	City	Zip	Map Tax Lot	Message
<input checked="" type="checkbox"/>	150	BEAVERCREEK	RD	OREGON CITY	97045	32E05C 00812	

Starting a new application

- Contractor Type Licensed Contractor
 Contractor to be determined
 Owner Performing Work

DEQ Contractor License

If you do not know the DEQ license number, use the State of Oregon Department of Environmental Quality Search to search by business name <https://www.deq.state.or.us/wq/onsite/sdssearch.asp>

License Number	Status	Business Name	First Name	Last Name	Address1	City
No Rows To Show						

0 to 0 of 0 |< < Page 0 of 0 > >|

Validated License Number *

Business Name

First Name

Last Name

Address

City

State

Zip

Phone *

Starting a new application

Description of Work * Replacing old steel tank with 1000 gallon concrete gravity

Application Type * Minor Repair
See descriptions of options above.

Use of Structure * Residential

Type of Structure * Existing Dwelling

Will the system serve a new or replacement dwelling? *
 Yes
 No
A new dwelling only qualifies as a REPLACEMENT DWELLING when the new dwelling replaces a lawfully established existing dwelling on the same property AND the dwelling being replaced will be removed, demolished or converted to a lawful accessory structure.

Is this system currently in failure? *
 Yes
 No

Water Source * Public

Acres * 1.0

Current Number of Bedrooms * 3

Proposed Number of Bedrooms * 3

Type of System * Tank Only

Applicant - Email


- User Tips
- Direct link to Tasks
- Workflow notifications
- Direct link to Download Approved Files

Mon 7/24/2023 8:35 AM
DoNotReplyCLOR@avolvesoftware.com
Upload and submit request for SE001423

To [REDACTED]
Retention Policy Inbox (1 year)

Action Items

Warning: External email. Be cautious opening attachments and links.

 **DEVELOPMENT DIRECT**

UPLOAD AND SUBMIT

Hello Bryan,

You have a task to complete to start your plan review.

TIP: Are you a New User?
First complete your account setup (required), if you haven't already. Open the separate invite email you received, or to request a new password [click here](#) and then select "forgot password".

To begin, please click on "Start Task" below.

Start Task To submit your files
for **SE001423 : Soils - Combo - 21E07DB05500 - 16015 SW
WALUGA DR LAKE OSWEGO**



Dashboard

Apply + Manage Onsite Wastewater Projects

September 19, 2023

My Projects ↻				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (50)
SE004923	Soils - Combo - 53E03 02602 - 21121 S DEER CREEK LN COLTON - Site Evaluation		Prescreen	Open Prescreen Review
SP004023	Soils - Pumper Truck - Pumper Truck		Prescreen	Open Prescreen Review
SP004123	Soils - Pumper Truck - Pumper Truck		Upload	Open Upload and Submit
SP003623	Soils - Pumper Truck - Pumper Truck		Payment Due	Open Intake Payment
ST001923	Soils - Septic Permit - 12E31CA00422 - 5050 SE APPENINE WAY MILWAUKIE		Payment Due	Open Intake Payment

46 - 50 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

[View All Projects](#)

APPLICANT RESUBMIT

ProjectFlow BUILDING avolve software

Profile | Logout
7, 2023

Task Information Permit Info HOLD Data Resources Invite User

Task Information

Project Name: BLD-TST-20230627 001
Project Description: Training
Workflow: Commercial-Residential Workflow 2
Task Due Date: 7/25/23 8:11 AM

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ⓘ

Unresolved Comments: 0
Info Only Comments: 0
Files with Markups: 0

Plan Review: [Watch video](#)

Review and respond online. *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

Home Page



Tasks **Projects**

Refresh Save Settings All Recent Show records

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	SE006123		Soils - Combo - 22E16CA01700W1 - NO SITUS ADDRESS - Authorization Notice	DTD Building	Upload	9/19/23 2:39 PM
	SE006023		Soils - Combo - 23E02B 00100 - 24888 SE BOHNA PARK RD DAMASCUS - Site Evaluation	DTD Building	Prescreen	9/19/23 2:27 PM
	SE005923		Soils - Combo - 13E25A 00100 - NO SITUS ADDRESS - Authorization Notice	DTD Building	In Review	9/14/23 3:10 PM
	ST010123		Soils - Septic Permit - 21E27A 01500 - 21121 S SWEETBRIAR RD WEST LINN - Major Alteration	DTD Building	Approved	9/14/23 10:47 AM
	ST010023		Soils - Septic Permit - 27E30BD08300 - 21121 E MOUNTAIN CREEK CIR RHODODENDRON - Major Repair	DTD Building	Payment Due	9/13/23 4:20 PM





Initial Upload

Initial Submission – Document Requirements

- Site Plans must go in "Drawings" Folder
 - PDFs only
 - File naming - "001 Site Plan"
 - Portrait or Landscape ok
 - If you have more than 1 drawing – upload as separate files
- All other submittal paperwork - "Documents" Folder
 - PDFs only
 - Can combine all forms into one file

Initial Submission – Upload via eForm

UPLOAD AND SUBMIT

Task Information Invite Others

Task Information

Project Name: ST001923
Project Description: Soils - Septic Permit - 12E31CA00422 - 5050 SE APPENINE WAY MILWAUKEE
Coordinator: Cal reserved
Workflow: Revision Workflow
Current User Login: Bryn [REDACTED]
Task Due Date: 9/5/23 3:36 PM

Task Instructions

Please follow the steps below:

See the [Application Guide](#) for instructions on naming files and identifying what files are required for your projects. Onsite Wastewater (Septic) Permits should check [Page 21](#) specifically.
All drawings must be PDF

STEP 1 of 2: Confirm all files have been uploaded and click the "submit" button to complete your task.

File Upload for: ST001923 ⓘ

Please click appropriately for the **type of files** you are uploading.

Uploaded files:

Select folder to open file list:

- ▶ Drawings (1 - 0 New)
- ▶ Documents (1 - 0 New)
- Clackamas Forms
- Approved

STEP 2 of 2: Confirm all files have been uploaded and click the "submit" button to complete your task.

Confirmation ⓘ

*All files for this project have been uploaded *Required




Prescreen Corrections


Prescreen Corrections - Email

- Clackamas County does Prescreen prior to Formal Review
- Email notice for corrections needed

Prescreen update request for zWally for Building Template - Optional Reviews

 QATest8@avolvesoftware.com
To Wally Taylor

🔗 If there are problems with how this message is displayed, click here to view it in a web browser.

 **DEVELOPMENT
DIRECT**

PRESCREEN CORRECTIONS


Hello wt01,

You have a task to complete to continue your plan review.

Unfortunately, your uploaded files submission has not met prescreen acceptance requirements.

TIP: Getting through Prescreen
Please review all submission requirements and use "Add Comment" in Discuss Prescreen if you have any questions or comments.

To review and resubmit, please click on "Start Task" below.

 To submit your updates for **zWally for Building**

Please do not reply to this email.

20231124 1108

Prescreen Corrections - eForm

Follow the steps:

PRESCREEN CORRECTIONS

Task Information [Invite Others](#)

Task Information

Project Name: z [redacted]
Project Description: Videos
Coordinator: Mara Fitter
Review Cycle: 1
Current User Login: Mara Fitter (mfitter@avolvesoftware.com)
Task Due Date: 3/9/21 3:50 PM

Task Instructions

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments 🔔

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 2

Plan Review: [Watch Video](#)

STEP 2 of 4: Upload any new or updated files into this project

Prescreen Corrections – Review Comments Grid

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 1
Files with Markups: 0

Plan Review: **Review Comments**

Dept: Show All Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All

Refresh Watch video

					Add Comment / Ask Question	Please enter your responses ?	
<input type="checkbox"/>	Ref.# 1	Permit Tech	Mara Fitter	6/27/23 11:17 AM		Type your response here.	
	Unresolved	All files must leave a blank 2x2 inch square area in the upper right hand corner.					
	Checklist Item						
<input type="checkbox"/>	Ref.# 2	Permit Tech	Mara Fitter	6/27/23 11:19 AM		No response required.	
	Info Only	Please follow the city's published standards for all submissions. They can be found on our website.					
	Comment						

Prescreen Corrections - eForm

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: z1 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are your updated files named exactly the same* as the prior versions? [Watch Video](#)

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

Select folder to open file list.

- ▶ Drawings (24 - 0 New)
- ▶ Documents (1 - 0 New)
- ▶ Approved

Applicant - Upload Versioned Files

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BLD1234 20230717 ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files

Are your updated files named exactly the **same** as the prior versions?

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:
Select folder to open file list.

- ▶ Drawings (6 - 0 New)
- Documents
- Approved

STEP 3 of 4: Check all to confirm you have completed this task and are ready to submit.

Confirmation ⓘ

Upload File Versions

Project: BLD1234 20230717


Select: All project files that may require new versions

Drawings\1st floor architectural.pdf	<input type="button" value="Select File"/>
Drawings\1st floor electrical.pdf	<input type="button" value="Select File"/>
Drawings\1st floor plan.pdf	<input type="button" value="Select File"/>
Drawings\A1-01 First Floor Plan.pdf	<input type="button" value="Select File"/>
Drawings\A2-2 2nd floor Proposed Addition 100380704.pdf	<input type="button" value="Select File"/>
Drawings\Brookwood Plat.pdf	<input type="button" value="Select File"/>

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

Prescreen Corrections - eForm

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

*Response has been provided for all comments and files have been uploaded (if requested) *Required

STEP 4 of 4: Click the "Submit" button below to complete your task.



Payment

Applicant – Intake Payment for initial submission – Dashboard



Tasks Files Status Info Reports Discuss **SP003623: Soils - Pumper Truck - Pumper Truck** Main Contact: Bryan I

Start New Workflow

Refresh Save Settings Reset Settings

Show all tasks for all users **All** Overdue Priority Show 12 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT DESCRIPTION
Complete	Intake Payment	SP003623	Applicant	Accepted	Medium	9/20/23 1:42 PM	9/13/23 1:42 PM	Soils - Pumper Truck - Pumper Truck

1 - 1 of 1 records < Prev 1 Next >


Workflows


Refresh

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
SP003623 - Septic Pumper Truck Template - 8/30/2023 1:42:30 PM	Coordinator	Active	Production	Config Session Changes (Version 1)	8/30/23 1:42 PM	


1 - 1 of 1 records < Prev 1 Next >

Applicant – Intake Payment for initial submission – email

 Wed 9/13/2023 1:42 PM
DoNotReplyCLOR@avolvesoftware.com
Intake Payment request for SP003623

To  Fearn, Bryan
Retention Policy Inbox (1 year) Expires 9/12/2024

Warning: External email. Be cautious opening attachments and links.

 **DEVELOPMENT
DIRECT**

Intake Payment

Hello Bryan,

You have an important task to complete.

To begin, please click "View Project" below.

[View Project](#) To complete your task
for **SP003623 : Soils - Pumper Truck - Pumper Truck**

Please do not reply to this email.

Applicant – Intake Payment for initial submission – eform

INTAKE PAYMENT

STEP 1 of 2: Please select your payment method from drop-down menu below.

Payment

Please note the following when selecting your method of payment:

- Credit Card (approximate 3% bank collected service fee will apply.)
- eCheck (flat \$1.10 bank collected service fee will apply.)
- All credit card and check transactions must be run online. Coming in to the office will not prevent a service fee from being applied to those payment methods.

Fee Amount: \$206.00

Payment Method:

A breakdown of the **FEE AMOUNT** can be seen on the **FEES INFORMATION** tab above. The **Fee Amount** does not include any bank collected service fees; this is only a breakdown of the Clackamas County permitting fees that are due at this time.

STEP 2 of 2: Check the box below to acknowledge payment terms and press SUBMIT to complete this task.

Confirmation

*I acknowledge and agree to the following:

- If paying by credit card:
 - An approximate 3% bank collected service fee will apply, and is non-refundable.
- If paying by eCheck:
 - A flat \$1.10 bank collected service fee will apply, and is non-refundable.
 - If an eCheck is returned unpaid, for any reason, by my banking institution, I may be charged a \$25.00 County returned check fee.
 - If I have multiple eChecks returned unpaid from the same account, the county may no longer accept checks from that account as a form of payment.
- If paying by cash / money order / cashier check:
 - The County will have to keep my submittal on hold until funds are received.
 - I must visit the Development Services offices during regular business hours to make the payment.
 - Please confirm our office hours online: <https://www.clackamas.us/development-services>
 - The Development Services office is located on the 2nd floor of the Development Services Building at 150 Beaver Creek Road in Oregon City.

*Required

Applicant – Final Payment (after prescreen review) - Dashboard

Note: the final payment step is not always required

DEVELOPMENT DIRECT

Home 🔍 Project: All Tasks 👤 Logout ?

Tasks Files Status Info Reports Discuss **SP002523: Soils - Pumper Truck - Pumper Truck** Main Contact: Bryan Fearn

Start New Workflow

Refresh Save Settings Show all tasks for all users **All** Overdue Priority Show 12 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT DESCRIPTION
Complete	Final Payment	SP002523	Applicant	Accepted	Medium	8/24/23 3:41 PM	8/17/23 3:41 PM	Soils - Pumper Truck - Pumper Truck

1 - 1 of 1 records

Workflows

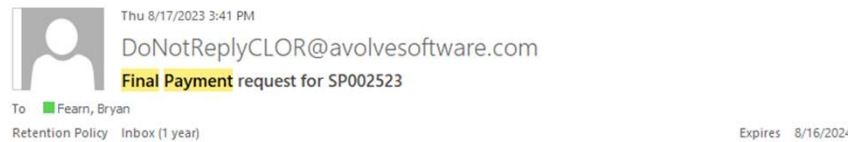
Refresh

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
SP002523 - Septic Pumper Truck Template - 8/14/2023 12:40:36 PM	Coordinator	Active	Production	Config Session Changes (Version 1)	8/14/23 12:40 PM	

1 - 1 of 1 records

Applicant – Final Payment (after prescreen review) - email

Note: the final payment step is not always required



Warning: External email. Be cautious opening attachments and links.



Final Payment

Hello Bryan,

You have an important task to complete.

To begin, please click "View Project" below.

[View Project](#)

To complete your task
for **SP002523 : Soils - Pumper Truck - Pumper Truck**

Please do not reply to this email.

Applicant – Final Payment (after prescreen review) - eform

Note: the final payment step is not always required

FINAL PAYMENT

STEP 1 of 2: Please select your payment method from drop-down menu below

Payment

Please note the following when selecting your method of payment:

- Credit Card (approximate 3% bank collected service fee will apply)
- eCheck (flat \$1.10 bank collected service fee will apply)
- All credit card and check transactions must be run online. Coming in to the office will not prevent a service fee from being applied to those payment methods.

Fee Amount: \$103.00

Payment Method:

A breakdown of the **FEE AMOUNT** can be seen on the **FEES INFORMATION** tab above. The **Fee Amount** does not include any bank collected service fees; this is only a breakdown of the Clackamas County permitting fees that are due at this time.

STEP 2 of 2: Check the box below to acknowledge payment terms and press SUBMIT to complete this task.

Confirmation

*I acknowledge and agree to the following:

- If paying by credit card:
 - An approximate 3% bank collected service fee will apply, and is non-refundable.
- If paying by eCheck:
 - A flat \$1.10 bank collected service fee will apply, and is non-refundable.
 - If an eCheck is returned unpaid, for any reason, by my banking institution, I may be charged a \$25.00 County returned check fee.
 - If I have multiple eChecks returned unpaid from the same account, the county may no longer accept checks from that account as a form of payment.
- If paying by cash / money order / cashier check:
 - The County will have to keep my submittal on hold until funds are received.
 - I must visit the Development Services offices during regular business hours to make the payment.
 - Please confirm our office hours online: <https://www.clackamas.us/development-services>
 - The Development Services office is located on the 2nd floor of the Development Services Building at 150 Beaver Creek Road in Oregon City.

*Required

Submit

Save for Later



Review

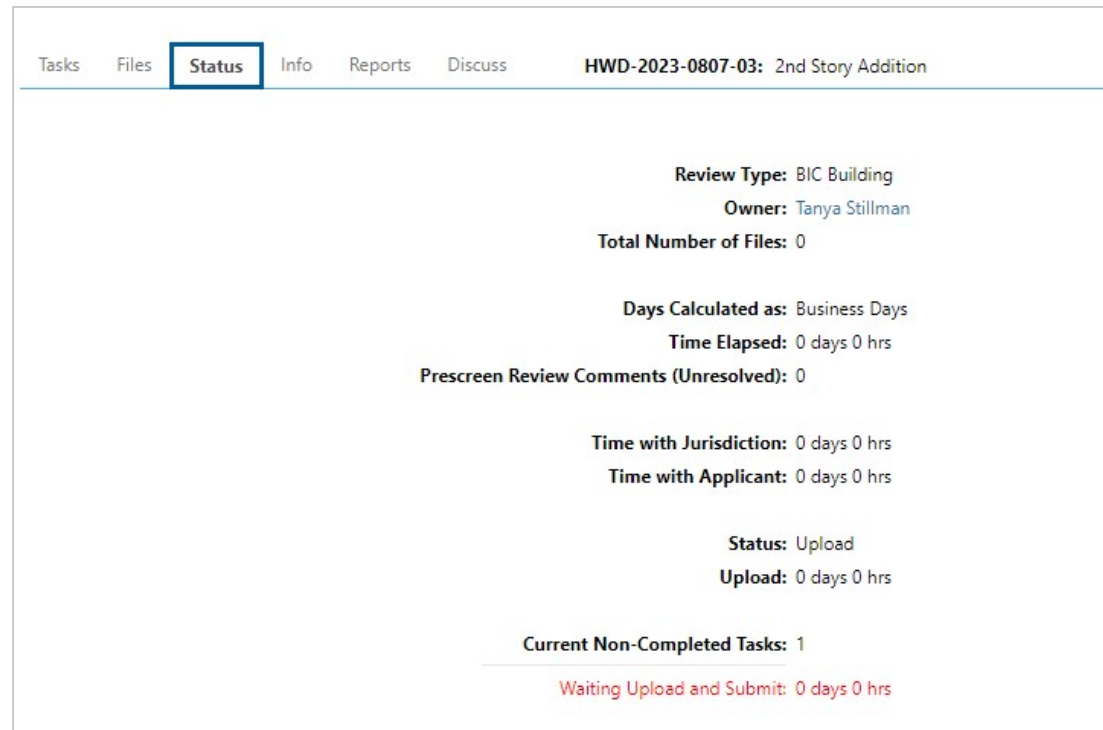
Project Status – What’s Going On?

- Departments are reviewing your submission during this time.
- No action is required on your part until you receive notification.
- You can easily check the status of your project at any time.



Project Status – In the Project

- Project Status tab



The screenshot displays the 'Status' tab for a project titled 'HWD-2023-0807-03: 2nd Story Addition'. The navigation bar includes 'Tasks', 'Files', 'Status' (highlighted), 'Info', 'Reports', and 'Discuss'. The main content area shows the following details:

- Review Type:** BIC Building
- Owner:** Tanya Stillman
- Total Number of Files:** 0
- Days Calculated as:** Business Days
- Time Elapsed:** 0 days 0 hrs
- Prescreen Review Comments (Unresolved):** 0
- Time with Jurisdiction:** 0 days 0 hrs
- Time with Applicant:** 0 days 0 hrs
- Status:** Upload
- Upload:** 0 days 0 hrs
- Current Non-Completed Tasks:** 1
 - Waiting Upload and Submit: 0 days 0 hrs

Project Status - Workflow Routing Slip

Tasks Files **Status** Info Reports Discuss Reviews

Plan Review - Workflow Routing Slip

Report Generated: **09/03/2021 04:25 PM**

Review Type: **BIC Building** Time Elapsed: **8 days 6 hrs**
 Number of Files: **9** Time with Jurisdiction: **8 days 6 hrs**
 Project Name: **zNew Features 9.2 Pre-config State of New Jersey 002** Time with Applicant: **0 0 hrs**
 Workflow: **zNew Features 9.2 Pre-config State of New Jersey 002 - zWally** Completed Submission (Prescreen): **0 days 0 hrs**
 Batch Stamp Category - Building - 8/24/2021 10:11:21 AM Completed Plan Review: **Not Completed**
 Total Review Comments:

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Upload and Submit	Completed		0	08/24/2021 10:11 AM	08/24/2021 10:11 AM	08/24/2021 10:11 AM	Applicant	Wally Taylor	0 days 0 hrs
Prescreen Review	Completed		0	08/24/2021 10:11 AM	08/24/2021 10:11 AM	08/24/2021 10:11 AM	Coordinator	Wally Taylor	0 days 0 hrs
Assign Reviewers	Completed		0	08/24/2021 10:11 AM	08/24/2021 10:11 AM	08/24/2021 10:11 AM	Coordinator	Wally Taylor	0 days 0 hrs
Fire Department Review Cycle #1	Completed	Approved	1	08/24/2021 10:11 AM	08/24/2021 10:11 AM	08/24/2021 10:11 AM	Fee	Wally Taylor	0 days 0 hrs
Review Complete	Completed		1	08/24/2021 10:11 AM	08/24/2021 10:12 AM	08/24/2021 10:12 AM	Coordinator	Wally Taylor	0 days 0 hrs
Final Payment Verification	Completed		1	08/24/2021 10:12 AM	08/24/2021 10:12 AM	08/24/2021 10:12 AM	Coordinator	Wally Taylor	0 days 0 hrs
Batch Stamp	Accepted		1	08/24/2021 10:12 AM	08/24/2021 10:12 AM		Coordinator	Wally Taylor	8 days 6 hrs

Prescreen Review

Current

For more details: Workflow Routing Slip [View Report](#)



Respond and Resubmit

Respond and Resubmit - Email



RESPOND AND RESUBMIT

Hello Bryan,

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

TIP: Naming new file versions

It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, _v2, or -r2).

To begin, please click on "Start Task" below.

Start Task

To submit your corrections
for **ST007423 : Soils - Septic Permit - 22E20BA06000 - 1140 HIGH
ST GLADSTONE - Major Repair**

Please do not reply to this email.

Respond and Resubmit - eForm

Follow the steps:

RESPOND AND RESUBMIT

Permit Information Contacts Information Fees Information Original OAS Application Review Results Invite Others

Application Number: ST007423
Application Type: Soils - Septic Permit
Record Name: Major Repair
Description: test

Task Instructions

Please follow the steps below:

See the [Applicant Guide](#) for instructions on naming files and identifying what files are required for your projects. Onsite Wastewater (Septic) Permits should check [Page 21](#) specifically.
All drawings must be PDF

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ⓘ

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review:

Review and respond online.

Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: ST007423 ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files **New Files**

Are your updated files named exactly the same* as the prior versions?

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

Select folder to open file list.

- Drawings
- Documents (1 - 0 New)
- Clackamas Forms
- Approved

Applicant – Review Comments

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments: 0

- Unresolved Comments: 4
- Info Only Comments: 1
- Files with Markups: 0

Plan Review: [Review Comments](#) [Learn how](#)

Dept: Show All | Status: Show All | Response: Show All | Search:

Type: Show All | Cycle: Show All | Time: Show All

Refresh [Close Window](#) [Learn how](#)

[Add Comment / Ask Question](#) **Please enter your responses**



Ref.#	Role	Name	Date	Response
Ref.# 1	Coordinator	Mara Fitter	1/11/21 12:29 PM	Corrected
Unresolved	Checklist Item	All files must be 11x17 or 24x36		
Ref.# 2	Coordinator	Mara Fitter	1/11/21 12:29 PM	Thanks, I thought it was 2x2.
Unresolved	Checklist Item	Please leave a blank 4x4 in square in the upper right hand corner		
Ref.# 3	Coordinator	Mara Fitter	1/11/21 12:29 PM	No response required.
Info Only	Comment	Please reference the Learn How video links if you have questions about uploading. Thank!		
Ref.# 4	Coordinator	Mara Fitter	1/11/21 12:30 PM	Type your response here.
Unresolved	Checklist Item	Please use a file name less than 50 characters.		
Ref.# 5	Coordinator	Mara Fitter	1/11/21 12:30 PM	Type your response here.
Unresolved	Checklist Item	Please use the following naming convention: MMM-NNN-XYZQ.001, 002 etc		

Review Comments Grid

Dept:
 Status:
 Response:
 Search:
Close Window

Type:
 Cycle:
 Time:

Refresh Watch video

<input type="checkbox"/> (0 selected) Add Comment / Ask Question		Please enter your responses ?					
<input type="checkbox"/>	Ref.# 5 tms Structural mf05 Reviewer 6/8/23 1:18 PM Cycle 1	Resolved Markup 	A1-01 First Floor Plan.pdf Move door to meet fire code XYZ.		Verify		
Responded by: Tanya Stillman - 6/8/23 1:21 PM Revisions made							
<input type="checkbox"/>	Ref.# 6 tsm01 Structural mf05 Reviewer 6/8/23 1:18 PM Cycle 1	Resolved Markup 	A1-01 First Floor Plan.pdf Move door to avoid interference from mechanical above.		Verify		
Responded by: Tanya Stillman - 6/8/23 1:21 PM Revisions made							



Applicant – Review Comments

Tasks Files Status Info Reports Discuss **Reviews** zTraining Intro to Marking Up: Video Training

Dept: Show All Status: Show All Response: Show All Search:

Type: Show All Cycle: Show All Time: Show All

Refresh

						Add Comment / Ask Question	Please enter your response here.
Ref.# 2	Plumbing		Plumbing-mf05 Reviewer	1/11/21 9:04 AM	Cycle 1		Type your response here.
Unresolved	No metallic pipe permitted in this use.						
Library Comment							
Ref.# 3	Plumbing		Plumbing-mf05 Reviewer	1/11/21 9:04 AM	Cycle 1		Type your response here.
Unresolved	Water Lines must be able to hold water in all lines						
Library Comment							
Ref.# 4	Restroom Compliance	Plumbing	Plumbing-mf05 Reviewer	1/11/21 9:06 AM	Cycle 1		Type your response here.
Unresolved		A2-2 2nd floor Proposed Addition 100380704.pdf					
Markup	Confirm plumbing allows for the proper sink height in all restrooms.						

Applicant – Review Comments

The screenshot displays a software interface for reviewing applicant comments. The main window shows a floor plan of a restroom with dimensions and a comment from a reviewer. The comment asks for confirmation of plumbing allowances for sink height. The interface includes a 'Review Comments' panel on the right with a 'Your response' text area and 'Save Response' and 'Close' buttons. A blue arrow points from a list of items in the top-left corner to the main review window.

Ref. #4 (Unresolved)

Review • Measure • Publish

A2-2nd floor Proposed Addition 100380704.pdf V1

SD CD

4'-2" 1' 4'-2"

D4 D4

MEN WOMEN

7'-6" 7'-6"

Plumbing - m05 Reviewer 01/11/2021 11:05 AM
Department Review, Plumbing
Confirm plumbing allows for the proper sink height in all restrooms.

0 replies

Discussion History:

Your response:


Save Response

Close

Department Review Plumbing

Applicant – Export/Import Review Comments - Excel

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments 

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 1

Plan Review:

<input type="button" value="Review Comments"/>	<input type="button" value="Export to Excel"/>	<input type="button" value="Import Excel Responses"/>	Learn how
<i>Review and respond online.</i>	<i>Review and respond in Excel, then upload your responses.</i>		

Applicant – Export/Import Review Comments

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 1

Plan Review: [Review Comments](#) | [Export to Excel](#) | [Import Excel Responses](#) | [Learn how](#)

Review and respond online. | *Review and respond in Excel, then upload your responses.*

Export to Excel ?

Export review comments to Excel ?

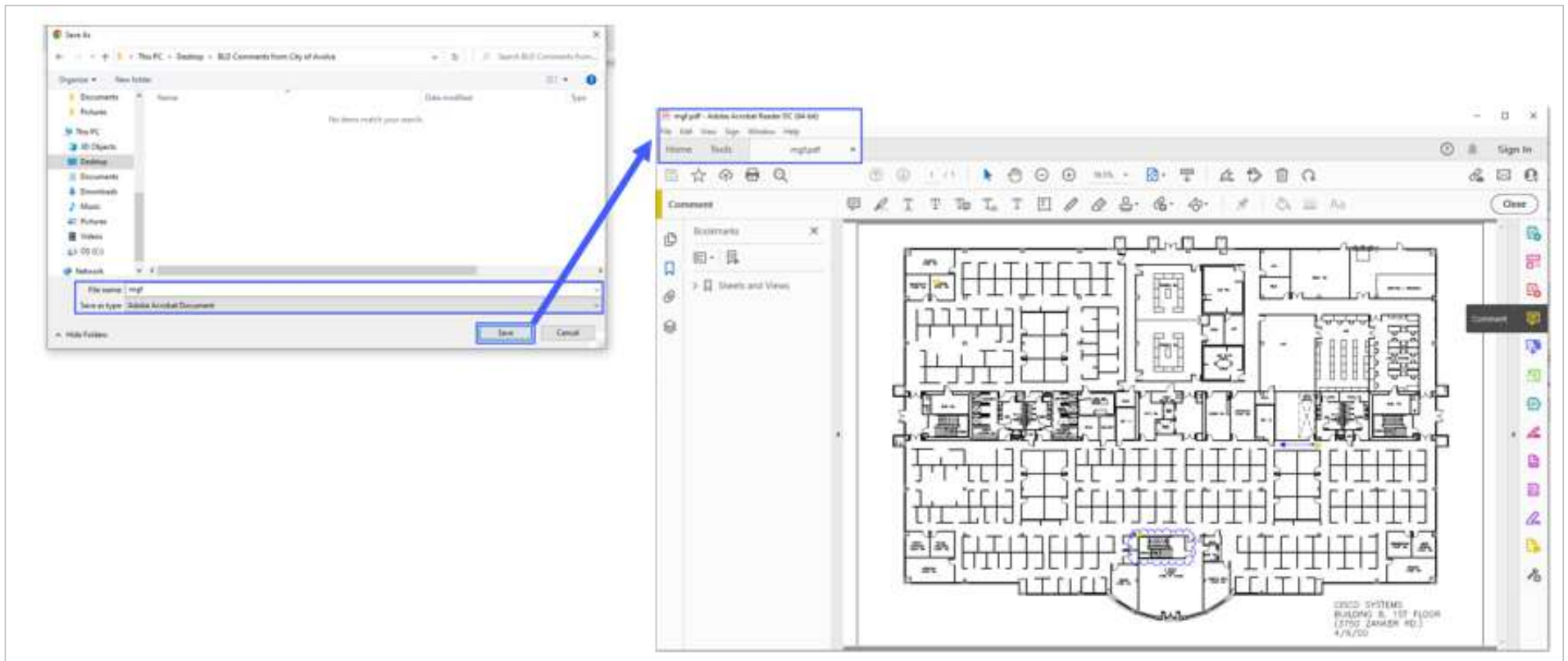
Single XLSX file
 Multiple XLSX files by department/trade (as ZIP)

[Download](#) [Close](#)

Applicant – Export/Import Review Comments

REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE	DISCUSSION	CYCLE	STATUS
1	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:03 AM	Comment Add comment allows the Coordinator or Reviewer to add comments using their own words, or to copy and paste from an outside document. Rich-Text is an option.				1	Unresolved
2	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment No metallic pipe permitted in this use.				1	Unresolved
3	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment Water Lines must be able to hold water in all lines				1	Unresolved
4	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:06 AM	Markup A2-2 2nd floor Proposed Addition 100380704.pdf Restroom Compliance Confirm plumbing allows for the proper sink height in all restrooms.	open			1	Unresolved

Applicant – Export/Import Review Comments



Applicant – Export/Import Review Comments

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 4
Submitter Questions: 1
Info Only Comments: 1
Files with Markups: 2

Plan Review: | | [Watch Video](#)

Review and respond online. | *Review and respond in Excel, then upload your responses.*

Import Responses [x]

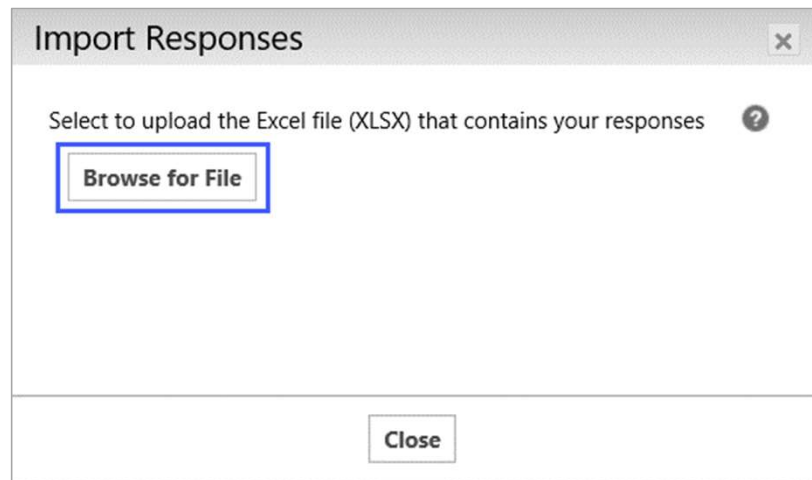
Select to upload the Excel file (XLSX) that contains your responses ?

Import Results [x]

1 file(s) imported into Review Comments.

- 1 response(s) inserted.
- 0 response(s) replaced.
- 0 response(s) ignored (completed status).
- 1 response(s) ignored (info only status).
- 4 review comments(s) are missing responses.
- 0 response(s) with invalid Ref #'s.


Applicant – Export/Import Review Comments



Respond and Resubmit - eForm

Follow the steps:

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: zWally PA 2021-11-09 001 

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.




Versioned Files **New Files**

Are your updated files named exactly the same as the prior versions? [Learn how](#)

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

Select folder to open file list.

- ▶  Drawings (9 - 2 New)
- ▶  Documents (1 - 0 New)
-  Approved

2021112401127

Applicant - Upload Versioned Files

The screenshot displays the 'Resolve Review Comments' interface with a 'File Upload' modal window open. The modal is titled 'ProjectDox' and 'Upload File Versions'. It shows a dropdown menu for 'Files w/Markups' and a list of files to be uploaded. A blue arrow points from the 'No' button in the 'Are your updated files named exactly the same as the prior versions?' section to the 'Files w/Markups' dropdown in the modal.

Resolve Review Comments

Unresolved Comments: 4
Submitter Questions: 1
Info Only Comments: 1
Files with Markups: 2

Plan Review: Review Comments | Export to Excel | Import

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BLD - 20220512.001

Select "Versioned Files" to upload files as new version updates for files previously submitted and received. Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files

Are your updated files named exactly the same as the prior versions? Yes No [Watch video](#)

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

Select folder to open file list:

- Drawings (7 - 0 New)
- Documents (1 - 0 New)
- Approved

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

- I have responded to all review comments **Required*
- I have uploaded my revised files, if requested **Required*

STEP 4 of 4: Click the "Submit" button below to complete your task

File Upload - Google Chrome

qatest8.avolvesoftware.com/ProjectDox/HtmlUpload.aspx?ProjectID=11651&FolderID=13270&ButtonName=Upload+Drawin...

ProjectDox

Upload File Versions **Files w/Markups**

Project: BLD - 20220512.001

Select **Files w/Markups** File(s) with markup comments that may require new versions **Start Upload**

- Drawings\1st floor plan.pdf **Select File**
- Drawings\A2-2 2nd floor Proposed Addition 100380704.pdf **Select File**
- Drawings\C004 - SITE.pdf **Select File**
- Drawings\L003 - LIGHTING.pdf **Select File**


Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

Submit **Save for Later**

Respond and Resubmit - eForm

Follow the steps:

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

- *I have responded to all review comments. *Required
- *I have uploaded my revised files, if requested. *Required


STEP 4 of 4: Click the "Submit" button below to complete your task



Final Documents

Applicant - Download Approved Files Using Email

 Wed 9/6/2023 11:38 AM
DoNotReplyCLOR@avolvesoftware.com
ST007223 update - Approved plans available

To  Goodwin, Robert

[Retention Policy](#) [Inbox \(1 year\)](#)

Expires 9/5/2024

Warning: External email. Be cautious opening attachments and links.



DOWNLOAD APPROVED FILES

Hello Robert,

Congratulations, your approved plans are ready for download.

To download your approved files, click on "Download" below. You will be redirected to your Project portal and you will enter your login & password. Once logged in, a window will open prompting you to select a location on your local computer to download and save your approved plans.

[Download](#)



























To access your approved plans
for **ST007223 : Soils - Septic Permit - 21E28D 00800 - 1495 SW
BORLAND RD WEST LINN - Minor Repair**

Please do not reply to this email.

Applicant - Download Approved Files Using Projects Tab

Standard Task List Tasks **Projects**


Refresh Save Settings **All** Recent Show 7 records


ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
    	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...
    	BLD-TST-20230627 002		Training Project	Mara Fitter	Approved 	6/27/23 10:12 AM
    	BLD-TST-20230627 001		Training Project	Mara Fitter	Corrections Requested	6/27/23 8:07 AM
    	BLD-TST-20230627		Training Project	Mara Fitter	First Submission Pending	6/27/23 8:03 AM
    	22000091		TEST-P.DOX 9.2 TEST 397 RES	Commercial Building	In Review	12/1/22 12:35 PM





1 - 4 of 4 records < Prev 1 Next >

Applicant - Download Approved Files Using Dashboard

ProjectDox Dashboard June 27, 2023

My Projects 

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (2)
BLD-TST-20230627	Training Project		First Submission Pending	Open Applicant Upload
BLD-TST-20230627_001	Training Project		Corrections Requested	Open Applicant Resubmit Task
BLD-TST-20230627_002	Training Project		Approved 	Open Download Approved Plans
22000091	TEST-P.DOX 9.2 TEST 397 RES		In Review	

1 - 4 of 4 records   Prev 1 Next  

[View All Projects](#)

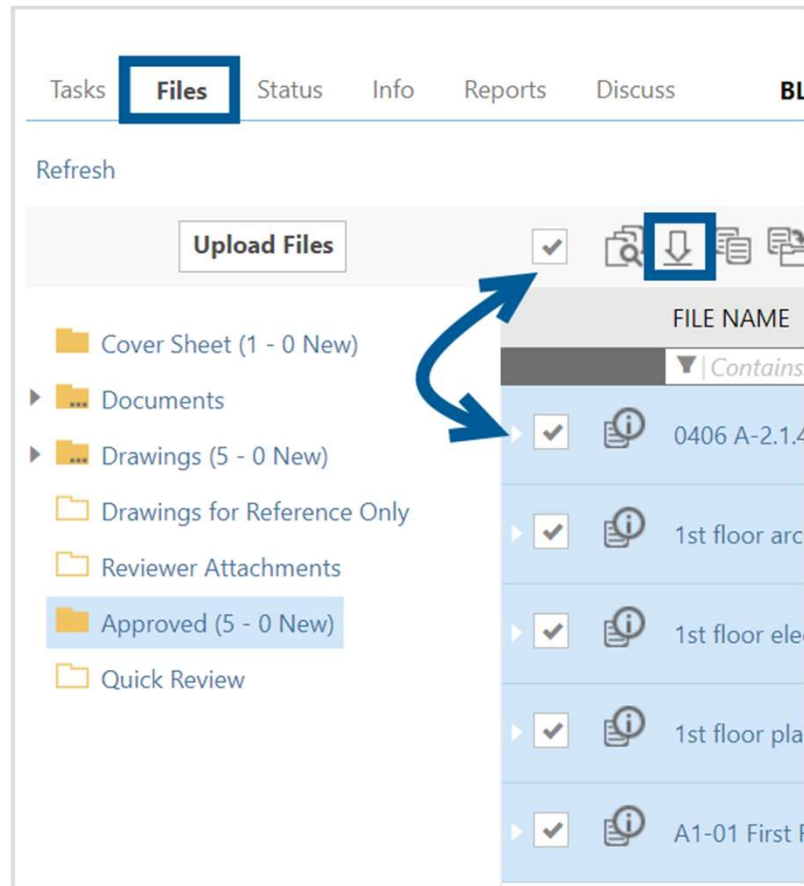
Applicant - Download Approved Files

Project Name: BLD-TST-20230627 002

Click the button below to access your project files to select and download your Approved Plans

[Access Project Files](#)

Applicant - Download Approved Files



Slide 64

MFO Need to take the customer name out. I have this image and will edit and replace
Mara Fitter, 2023-07-17T20:34:41.382



Revisions to issued permits + inspection documents

Revisions

Onsite Wastewater (Septic) Projects

For a full description of permit types, visit <https://www.clackamas.us/how-to-apply-for-a-permit>.

- Onsite Wastewater (Septic) Permit
- Site Evaluation
- Authorization Notice
- Existing System Verification
- Pumper Truck Inspections
- Inspection Paperwork Uploads

Click the button below to apply for onsite wastewater permits or manage previous submittals. Need help? 503-742-4740 / soilsconcern@clackamas.us.

Apply + Manage Onsite Wastewater Projects

Onsite Wastewater Revisions

Revisions: **Issued Permits ONLY**

- Changes to a project with an already **issued/approved** project
 - Only for revisions when the original application was submitted through Development Direct (after 10/04/2023)
- Please complete the short application by clicking below and following the steps
- **Important:** If you were NOT the original applicant, please contact our permits team to be added to the project **prior** to submitting a revision: 503-742-4740 or soilsconcern@clackamas.us

*If you have corrections to plans currently under review (project not issued/approved), please go to **Apply + Manage Onsite Wastewater Projects** to access the project and upload corrections.*

Click the button below to apply for Onsite Wastewater Revisions or manage previous submittals.

Need help? 503-742-4740 / soilsconcern@clackamas.us.

Apply + Manage Onsite Wastewater Revisions

Revisions



Home Profile Services

Clackamas

Start New Application Request

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * OnSite Wastewater Revision

Project Name: * revision ST006823

Start Application Process

Home Profile Services

September 27, 2023

Request Name: revision ST006823 [Edit](#)

Type issued permit number, Select from drop down list, then Click Start Application.

ST006823

Start Application

If your permit is not populating, the application may still be in review and revisions are only for issued permits and projects.

Building

- This form can only be used when original permit application was submitted through Development Direct after 9/1/2021.
- Corrections to Building plan review are submitted through your application (go to Development Direct home portal, click "Apply & Manage Building Permits").
- If you are still having issues, please contact us at [Building Services](#) or 503-742-4240.

Onsite Wastewater

- This form can only be used when original permit or project application was submitted through Development Direct after 10/4/2023.
- Corrections to Septic projects are submitted through your application (go to Development Direct home portal, click "Apply & Manage Onsite Wastewater Projects").
- If you are still having issues, please contact us at [Septic Services](#) or 503-742-4740.



Revisions

- Applicant COMPLETE

Applicant is current user.

Only the original applicant will be notified via email to upload files, make payments and respond to correction requests during the application review.

Important: If you were NOT the original applicant, please contact our permits team to be added to the project **prior** to submitting a revision.

- Onsite Wastewater: 503-742-4740 or soilsconcern@clackamas.us
- Building: 503-742-4400 or DTDCustomerinfo@clackamas.us

Business Name

First Name *

Last Name *

Primary Phone *

Additional Phone

Email *

- Instructions COMPLETE

- Onsite Wastewater forms can be found at <https://www.clackamas.us/septic/forms>
- Building Codes information can be found at <https://www.clackamas.us/building>

I have read the instructions and downloaded the appropriate documents for my project.

- Revision Information COMPLETE

Description of change *

Inspection documents



Home Profile Services Robert Goodwin | Logout

Clackamas Apply + Manage Onsite Wastewater Projects September 26, 2023

Start New Application Request

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * **Inspection Paperwork Uploads** ?

Project Name: ST006823

Start Application Process

Home Profile Services Robert Goodwin | Logout

September 26, 2023

Request Name: ST006823 1 Edit ?

Type issued permit number, Select from drop down list, then Click Start Application.

ST006823 Start Application

If your permit is not populating, the application may still be in review and revisions are only for issued permits and projects.

Building

- This form can only be used when original permit application was submitted through Development Direct after 9/1/2021.
- Corrections to Building plan review are submitted through your application (go to Development Direct home portal, click "Apply & Manage Building Permits").
- If you are still having issues, please contact us at [Building Services](#) or 503-742-4240.

Onsite Wastewater

- This form can only be used when original permit or project application was submitted through Development Direct after 10/4/2023.
- Corrections to Septic projects are submitted through your application (go to Development Direct home portal, click "Apply & Manage Onsite Wastewater Projects").
- If you are still having issues, please contact us at [Septic Services](#) or 503-742-4740.



Inspection documents

September 26, 2023

Request Name: ST006823 [Edit](#) Project Name: ST006823



Inspection Documents Application CLACKAMAS COUNTY

Transportation and Development Division
Development Services Building - 150 Beaver Creek Road, Oregon City, OR 97045

- Applicant COMPLETE

Applicant is current user.

Only the original applicant will be notified via email to upload files, make payments and respond to correction requests during the application review.

Important: If you were NOT the original applicant, please contact our permits team to be added to the project prior to submitting a document upload application: 503-742-4740 or soilsconcern@clackamas.us

Business Name

First Name *

Last Name *

Primary Phone *

Additional Phone

Email *

- Instructions INCOMPLETE

Required uploads include an As-Built drawing and the Installed Materials List form.

If applicable, you may need to upload the Certification of Existing System Decommissioning form and the accompanying pump receipt.

All Septic forms can be found at www.clackamas.us/septicforms

Please note, after completing the inspection paperwork upload task you will need to [schedule an inspection](#).

I have read the instructions and downloaded the appropriate documents for my project.

+ Acknowledgments COMPLETE

- Signature COMPLETE

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documents is true to the best of my knowledge.

- I, being the authorized applicant, acknowledge that:
1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct and complete; and
 2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Applicant: **Robert Goodwin**

Signature date: **2023-09-26 3:15 PM**

Save for Later

Submit Request



Get additional assistance:

How to Apply For A permit

(see snip below for making an appointment)

If you do not have a computer, or need assistance with online services, you can [make an appointment](#) and [reserve your spot](#) for assistance at our Development Direct kiosk. Making an appointment reserves the kiosk for your use with a staff member and allows us to provide the quality of service that every customer needs and deserves.

Email: Soilsconcern@clackamas.us

Phone: 503-742-4740