



DEPARTMENT OF TRANSPORTATION & DEVELOPMENT
ONLINE DEVELOPMENT SERVICES
EFFECTIVE APRIL 30, 2020

Development Services provides almost all its services online. Please see below for specific instructions on how to apply for permits that require plan review. Thank you.

The following types of permits require plan review:

- Building (all structural [residential and commercial]; Fire Sprinkler; Fire Alarms; Grading; Tenant Improvement; Change of Occupancy/Use; Non-Prescriptive Solar; Agriculture Exempt, Manufactured Homes, Demolition)
- Mechanical (commercial only)
- Plumbing (commercial only)
- Electrical (commercial only)

Follow the process described below to apply for a permit for these types of projects.

STEP 1: Get the permit applications.

Download the application packet that corresponds to the work you are doing from the [Building Forms](#) webpage or by clicking on the green *Locate Permit Forms* button on the [Building Codes home page](#).

For New Single-Family Residences (NSFRs) – Download the *NSFR Application Packet* with all four permit applications and a 1-2 Family Dwelling checklist, which are all packaged together in one PDF.

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

STEP 2: Fill out the forms completely and accurately.

The application packets include:

- E-Submittal Requirement Guide
- Permit application that is electronically fillable
- New project description form (to help us understand the project and correctly route it for internal reviews)
- *Optional* property owner form; if doing the work on your home, including work for home occupations

Questions? Contact us at 503-742-4240 or bldservice@clackamas.us.

STEP 3: Prepare your plans and documents

To help us receive and upload your documents so we can respond more quickly, please use the following guidelines when submitting documents.

- *PDF:* We can only accept PDF file types.
- *Legible:* Plans must be legible, and to scale or dimensioned. Please check your PDFs for scan quality and readability *before* submitting them.
- *Landscape orientation:* Plans and drawings must be in landscape orientation.
- *Site plan as separate PDF.* The submitted site plan must be its own PDF separate from the plans.
- [Credit Card Authorization Form](#). Send as a separate PDF so we can delete it after use.
- *Create document PDFs as outlined in Step 4 below.* Except for the site plan and Credit Card Authorization Form, we do not accept individual pages as separate PDFs.

STEP 4: Follow the naming convention for plans and supplemental documents.

For Residential or Home Occupation Projects:

- To help keep project drawings organized, use the following PDF document naming conventions for drawings. **The text in bold is the naming convention for the document.** These naming conventions are based on a typical New Single-Family Residence (NSFR) submittal.
- *It is important to add the word **submit1** before the name* to distinguish first submittals from future correction sheets.

(Please note: Your project may be smaller and not require all these drawings.)

- **Building Permit Application** -- as one PDF that contains the application, project description form
- **Credit Card Authorization Form** – as a separate PDF (so we can delete it after use)
- *[optional, if applicable]* **The Property Owner Statement** – as a separate PDF
- **Submit1 site plan** -- as a separate PDF
- **Submit1 plans** -- for most submittals this can be one PDF; if it is larger, break it into two PDFs and number in order, for example: Submit1plans1, Submit1plans2
- **Submit1 gravity/beam calcs** -- as one PDF that includes beams and foundation
- **Submit1 lateral calcs** -- as one PDF that includes lateral analysis calculations
- **Submit1 truss packet** -- as one PDF that includes truss packet only
- **Submit1** [describe the document]

For Commercial Projects or Larger Submittals

- To help keep project drawings organized, use the following PDF document naming conventions for drawings. **The text in bold is the naming convention for the document.**
- These may be broken down further than described above depending on the size and scope of your project.
- *It is important to add the word **submit1** before the name* to distinguish first submittals from corrections later.

Building Permit Submittal – Send building permit submittal documents to us in one email if the file size is no more than 40MB. If attachments bring the email size to more than 40MB, split the submittal into separate emails with one consistent subject line.

- **Building Permit Application** -- as one PDF that contains the application, project description form
- [Credit Card Authorization form](#) – as a separate PDF (so we can delete it after use)
- **Deferred Submittals Checklist** -- as one PDF providing a list of deferred submittals, if any
- **Submit1 Site Plan** -- as a separate PDF
- **Submit1 Arch** -- architectural sheets, code summary, FLS
- **Submit1 Civil** -- civil sheets
- **Submit1 Struct** -- structural sheets
- **Submit1 Struct Calcs1** (type of calculations) [*as applicable*]
- **Submit1 Struct Calcs2** (type of calculations) [*as applicable*]
- **Submit1 Energy forms** -- any required energy efficiency forms for commercial
- **Submit1 Other** (*name it*)

Electrical Permit Submittal – Send electrical permit submittal documents to us in one email if the file size is no more than 40MB. If attachments bring the email size to more than 40MB, split the submittal into separate emails with one consistent subject line.

- **Electrical Permit Application** -- as one PDF that contains the application, project description form
- [Credit Card Authorization form](#) – as a separate PDF (so we can delete it after use)
- **Submit1 Elect** – include all electrical drawings
- **Submit1 Elect Calcs** – any electrical calculations
- **Submit1 Elect Documents** – any electrical documents
- **Submit1 Elect Other** (*name it*)

Plumbing Permit Submittal – Send plumbing permit submittal documents in one email if the file size is no more than 40MB. If attachments are more than 40MB, split the submittal into separate emails with one consistent subject line.

- **Plumbing Permit Application** -- as one PDF that contains the application, project description form
- [Credit Card Authorization form](#) – as a separate PDF (so we can delete it after use)
- **Submit1 Plumb** – include all electrical drawings
- **Submit1 Plumb Documents** – any electrical documents
- **Submit1 Plumb Other** (*name it*)

Mechanical Permit Submittal – Send mechanical permit submittal documents in one email if the file size is no more than 40MB. If attachments are more than 40MB, split the submittal into separate emails with one consistent subject line.

- **Mechanical Permit Application** -- as one PDF that contains the application, project description form
- [Credit Card Authorization form](#) – as a separate PDF (so we can delete it after use)
- **Submit1 Mech** – include all electrical drawings
- **Submit1 Mech Documents** – any electrical documents
- **Submit1 Mech Other** (*name it*)

Manufactured Home, Agricultural Exempt or Demolition Submittal (modified review required). Send submittal documents to us in one email if the file size is no more than 40MB.

- **Application**

For manufactured homes, click here for the [Manufactured Dwelling Permit Packet](#)

For Agricultural Exempt, click here to get to [Building Forms](#) and scroll down to **Agriculture** for details

For demolition of a structure only, use the [Building Permit application](#).

- ***Credit Card Authorization form** – send as a separate PDF, so we can delete it after use) [*not required for Ag Exemptions]
- **Submit1 Site Plan** – send as a separate PDF. (For *Demolition of a structure* only, provide a legible site plan of all structures, their distances to each other and to property lines, and clearly mark the structure to be demolished.)
- **Submit1 Documents** – Document requirements (refer to instructions and forms under the type of submittal)

Questions? Contact us at 503-742-4240 or bldservice@clackamas.us .

Step 5: Submit and pay.

- Email completed permit applications, [credit card authorization form](#) and plans to: bldapplications@clackamas.us
- The subject line must read: New Application; [address of the project], for example, *New Application; 150 Beaver Creek Rd.*
- Upload your PDFs as **organized and named in Step 4** above. We can accept attachments of up to 40MB total per email. If attachments are larger than that, please split the package into separate emails with one consistent subject line.
- **Payment:** **Only the plan review fees (intake fees) must be paid when the application is submitted.**

- With our buildings closed to the public, payment by credit/debit card is preferred and is most efficient (bank service fees do apply).
- We can accept a check by mail (made out to Clackamas County), but we will have to keep your submittal on hold until we receive the funds.
- **REMEMBER: ONLY the plan review fee needs to be paid at application submittal. Thank you.**

CODE ENFORCEMENT

General Information:

- [Frequently asked questions](#) and answers are available online
- Email codeenforcement@clackamas.us
- Phone 503-742-4452
- Hours:
 - Complaints can be filed at any time.
 - Staff are available by email and phone during business hours (Monday - Thursday, 8 am - 4 pm, and Friday, 8 am - 3:30 pm).

Filing a complaint:

- Use our webpage to [file a complaint online](#)
- Questions about our complaint process? Review our [Complaints Intake Policy](#).

DEVELOPMENT AND TRANSPORTATION ENGINEERING

General Information

- For general questions, or records requests, please contact us:
 - Email Engineering@clackamas.us
 - Phone 503-742-4691
- Hours:
 - Online submittals can be done at any time.
 - Staff are available by email and phone, and submittals are processed, during business hours (Monday - Thursday, 8 am - 4 pm, and Friday, 8 am - 3:30 pm).

Engineering Applications

- [Apply online](#) for [utility placement permits](#)
- For all other permits, you can find all [applications and forms](#) online.
- Feel free to contact us before submitting your application to ensure you will be able to include all the exhibits and supporting documents needed for us to review the application. Email engineering@clackamas.us or call 503-742-4691.
- Submit your completed application packages by email or standard mail
 - Email your completed application and all required additional documents to engineering@clackamas.us
 - The subject line must read: “New [type of application] Application; [address of the project],” for example, *New Driveway Entrance Permit Application; 150 Beaver Creek Rd.*
 - All documents must be in PDF form. We can accept attachments of up to 40MB total per email. If attachments are larger, please split the package into separate emails with one consistent subject line.
 - If paying by credit card, include a signed Credit Card Authorization form as a separate PDF (so we can delete after use). Bank service fees apply.
 - If paying by check, make the check payable to Clackamas County and mail it to *Clackamas County Development Engineering-SUBMITTAL, 150 Beaver Creek Rd, Oregon City, OR 97045.*
 - Include a note with sufficient information to allow us to match the check with the previously emailed application (applicant’s name, site address, type of application).
 - Applications will not be processed until fees are received.
 - Mail your completed application and all required documents to: *Clackamas County Development Engineering-SUBMITTAL, 150 Beaver Creek Rd, Oregon City, OR 97045*
 - If paying by credit card, include a signed Credit Card Authorization form. Bank service fees apply.
 - If paying by check, make the check payable to Clackamas County.

PLANNING AND ZONING

General Information

- General questions or records requests:
 - Email zoninginfo@clackamas.us
 - Phone 503-742-4500
- Hours:
 - Online submittals can be done at any time.
 - Staff are available by email and phone, and submittals are processed, during business hours (Monday - Thursday, 8 am - 4 pm, and Friday, 8 am - 3:30 pm).
- Basic zoning information: [CMAP](#).
- Applicable regulations: [Zoning and Development Ordinance \(ZDO\)](#).

Land Use Applications

- All [land use applications](#) are available online. (At this time, they are not fillable online.)
- For your application to be processed, the application forms must be complete and all additional documentation (outlined in the application) must be included with the application. If you have questions about your application or the supporting documents, contact us at zoninginfo@clackamas.us or 503-742-4500.
- Application fee payments must be included with submittals. See our [fee schedule](#) for information and follow the steps below for how to pay.
- Submit your completed application packages by email or standard mail
 - **Email** your completed application and all required additional documents to zoninginfo@clackamas.us
 - The subject line must read: "New [type of application] Application; [address of the project]," for example, *New Non-Conforming Use Application; 150 Beaver creek Rd.*
 - We can accept attachments of up to 40MB total per email. If attachments are larger, split them into separate emails with one consistent subject line.
 - If paying by credit card, include a signed [Credit Card Authorization](#) form as a separate PDF so we can delete after use. Bank service fees apply.
 - If paying by check:
 - Make the check payable to Clackamas County and mail it to *Clackamas County Planning and Zoning-SUBMITTAL, 150 Beaver creek Rd, Oregon City, OR 97045.*
 - Include a note with enough information to allow us to match the check with the previously emailed application (applicant's name, site address, type of application).
 - **Mail** your completed application and all required documents to: *Clackamas County Planning and Zoning-SUBMITTAL, 150 Beaver creek Rd, Oregon City, OR 97045*
 - If paying by credit card, include a [Credit Card Authorization](#) form (bank service fees apply)
 - If paying by check, make the check payable to Clackamas County. Note that all application fees must be paid for an application to be complete.

SEPTIC AND ONSITE WASTEWATER

General Information

- Answers to common questions are on the Septic and Onsite Wastewater [webpage](#).
- For general questions or record requests:
 - Email soilsconcern@clackamas.us
 - Phone 503-742-4740
- Hours:
 - Online submittals can be done at any time.
 - Staff are available by email and phone, and submittals are processed, during business hours (Monday - Thursday, 8 am - 4 pm, and Friday, 8 am - 3:30 pm).

Inspection: Call 503-742-4720 to schedule an inspection.

Applications

Submit completed applications for Authorization Notices, Existing System Verification, Site Evaluations and Septic Permits (alteration, new and repairs) as follows.

Applications must include the documents listed below depending on application type. For emailed applications, documents should be formatted as PDF; do not send image files. Please contact us if you are unsure about the documents or other materials needed for us to review your project.

<i>Required Document</i>	Type of Application			
	Authorization Notices	Existing System Review	Site Evaluations	Septic Permits
Site Plan		X*	X	X
ESER Form	X*			
Materials List/Cut Sheet				X
Authorizing Representative Form	X**	X**	X**	X**
Land Use Compatibility Form (LUCS)	X			X
<i>*Completed by certified septic professional</i>				
<i>**If someone other than the owner is submitting the application</i>				

Submit your completed application packages by email or standard mail

- Email your completed application and all required additional documents to soilsconcern@clackamas.us
 - The subject line must read: “New [type of application] Application; [address of the project],” for example, *New Septic System Application; 150 Beaver Creek Rd.*
 - We can accept attachments of up to 40MB total per email. If attachments are larger, split the package into separate emails with one consistent subject line.
 - If paying by credit card, include a *signed* [Credit Card Authorization](#) form as a separate PDF (so we can delete after use). Please note bank service fees apply.

- If paying by check, make it payable to Clackamas County and mail it to *Clackamas County Septic and Onsite - SUBMITTAL, 150 Beavercreek Rd, Oregon City, OR 97045*. Include a note with enough information to allow us to match the check with the previously emailed application (applicant's name, site address, type of application). Applications will not be processed until fees are received.
- Mail your completed application and all required documents to: *Clackamas County Septic and Onsite-SUBMITTAL, 150 Beavercreek Rd, Oregon City, OR 97045*
 - If paying by credit card, include a *signed* [Credit Card Authorization](#) form. Bank service fees apply.
 - If paying by check, make the check payable to Clackamas County.

SURVEYOR

General Information

- For general questions, information on how to submit applications for projects by mail or to schedule a remote consultation with a surveyor, contact us:
 - Email surveyor@clackamas.us
 - Phone 503-742-4475
- Hours:
 - Online submittals can be done at any time.
 - Staff are available by email and phone, and submittals are processed, during business hours (Monday - Thursday, 8 am - 4 pm, and Friday, 8 am - 3:30 pm).

Survey and Plat Applications

Please contact us at Surveyor@clackamas.us or 503-742-4475 before submitting your application to make sure you are providing all necessary documentation.

Existing projects

- Email *signed* survey and plat application resubmittals to Surveyor@clackamas.us
 - The subject line of the email must read: Additional Information: [YOUR project number and tax map/lot], for example, **Additional Information; Job No. 18345 – 32E05C 00812**
 - All documents must be in PDF format. We can accept attachments of up to 40MB total per email. If attachments are larger than that, please split the package into separate emails with one consistent subject line.

New projects

- Applications for new projects must include:
 - A **signed** copy of the plat that is legible and drawn to scale.
 - A title report with an effective date no later than 15 days
 - Current vesting and adjoiner deeds
 - A completed application with supporting documents. (All necessary documents can be found on [the Survey webpage.](#))
 - County review fee payments, paid by check or credit card (bank service fees apply). If you are unsure of the required review fees, contact us at surveyor@clackamas.us

You may submit a new project by email or by standard mail.

- Email the complete submittal package and additional required documents to Surveyor@clackamas.us
 - The subject line must read: “New Submittal [YOUR project number and tax map/lot],” for example, **New Submittal; Job No. 18345 – 32E05C 00812**
 - All documents must be in PDF format. We can accept attachments of up to 40MB total per email. If attachments are larger than that, please split the package into separate emails with one consistent subject line.

- If paying by credit card, include a completed Credit Card Authorization form as a separate PDF (so we can delete it after use).
- If paying by check, contact us at surveyor@clackamas.us or 503-742-4475, for payment assistance. Note that *your submittal will be on hold until we receive the funds.*
- Mail your complete submittal package and additional required documents to: *Surveyor-SUBMITTAL; 150 Beaver Creek Road, Oregon City, 97045*
 - If paying by credit card, include a Credit Card Authorization.
 - If paying by check, *include the check with your submittal, and reference YOUR job number on the check so we can place it accordingly. When paying by check, note that your submittal will be on hold until we receive the funds.*

SUSTAINABILITY AND SOLID WASTE

General Information

- For general questions about [Sustainable Clackamas County](#) or solid waste (garbage) services, contact us:
 - Email sustainability@clackamas.us
 - Phone 503-557-6363
- Hours: Staff are available by email and phone during business hours (Monday - Thursday, 8 am - 4 pm, and Friday, 8 am - 3:30 pm).

Garbage and Recycling

- General information is on the [Garbage and Recycling webpage](#). For more specific information click on the links below:
 - [Self-hauling your garbage and recycling](#)
 - [Finding your garbage and recycling company](#)
 - [Recycling guides](#)