



How To Access Documents in ePermitting

1. Go to the State ePermitting Website: <https://aca-oregon.accela.com/oregon/Default.aspx>
2. Hover over the yellow box at the top and select either Building or Planning Permits.

Need help? 503-373-7396 Register Home

Permitting Online Training: Using Oregon ePermitting

- + Apply
- Building Permits
- Licensing Records
- Onsite/Septic Permits
- Planning Permits
- Public Works Permits

- Schedule
- ? Resources

3. Scroll down and enter an address number and/or street name (tip: do not put in too much information, such as County or City, or you may not get all relevant results). Click on the Search button at the bottom.

General Search

Change the Start Date field to find permits over 5 years old.

Search All Records

Start Date: 06/08/2017 End Date: 06/07/2022

Record #:

Street Number: From To Street Name: forest lawn Unit Type: --Select-- Unit #:

City: Zip: Parcel #:

Project Name:

License #: License Type: --Select--

Name of Business:

Search Clear

Note: Only documents that are received or created in electronic format are currently in ePermitting. If you would like to access a document that is not included in ePermitting please submit a [Public Records Request](#).



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4. If there are multiple records, select the one you want.

Action	Permit/Application Number	Status	Permit Type	Agency	Address	Opened
Pay Fees Due	164-22-000135-DWL	App Accepted/In Review	Residential 1 & 2 Fam Dwelling (New Only) Limited	CANNON_BEACH	2863 S Hemlock ST, Cannon Beach OR 97110	06/07/2022
	711-22-001244-ELEC	Permit Issued	Residential Electrical	REDMOND	2572 NW HEMLOCK WAY, REDMOND	06/02/2022

5. Under Record Info select Documents Upload/View

Home Building Licensing Onsite/Septic **Planning** Public Works

Search

Record 164-22-000056-PLNG:
Planning Tracking
Record Status: Ready for Staff Report
Expiration Date: 06/02/2023

Record Info Payments

Record Details

Processing Status

Related Records

Documents Upload/View

Documents Upload/View

6. Click on the blue link to the document that you want.

Documents Upload/View

Files names should not contain any special characters. Numbers, letters, dashes, underscores and spaces are acceptable.

The maximum file size allowed is 80 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Description	Name	Record ID	Record Type	Entity Type	Type	Virtual Folders
	CU 22-02_app.pdf	164-22-000056-PLNG	Planning Tracking	Record	Plans - Other	
	Forest Lawn Partition Application Binder.pdf	164-22-000056-PLNG	Planning Tracking	Record	Application Materials	

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