Marion County
OREGON
Public Works Land Development Engineering & Permits
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http://co.marion.or.us/PW/Engineering/

Marion County Public Works
ePermitting Guide

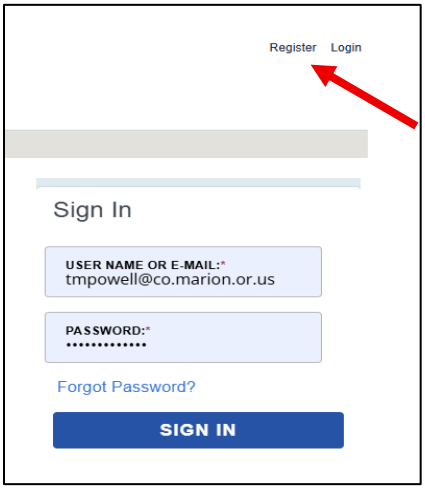
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Registering for an Account

Registering for an account is required to apply for permits online. You do not need to register to search for information, schedule inspections or pay fees on an existing permit.

1. Navigate to the Oregon ePermitting website.
2. Click **Register** on the right side of the screen, above the sign in option.

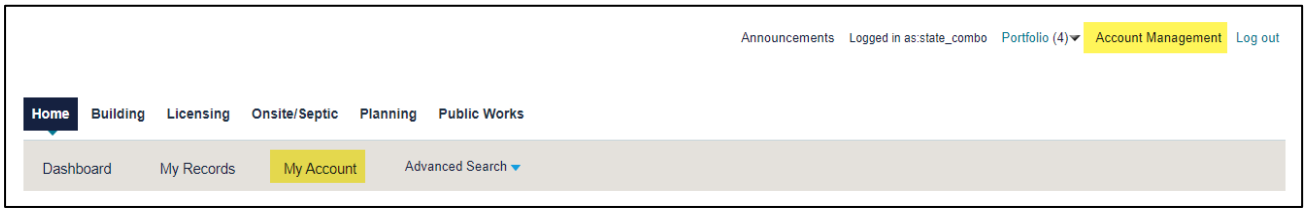


3. Enter your account information and a security question.
4. Check the agreement box and select continue.
5. **Contact type** -- Select the option that best describes you as the account owner. Generally, the individual applying for work in right-of-way permits uses the applicant option.
6. Enter the billing/permit contact information you want to have associated with the account and click **Submit**.

   Note: Please add your email address. Although not required, this helps Marion County communicate with you in a timely manner.
7. Review the information you entered, make any changes needed, then click **Continue**.

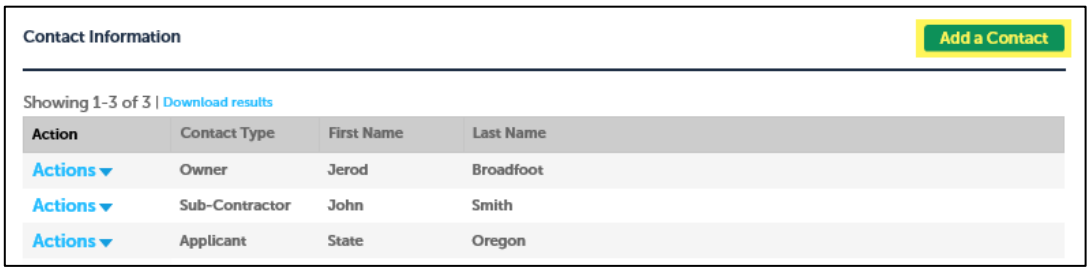
Adding Contacts in Your Account

1. Log into your account.
2. Click on **Account Management** or **My Account**.



3. Scroll midway down the page to the Contact Information section and click **Add a Contact**.

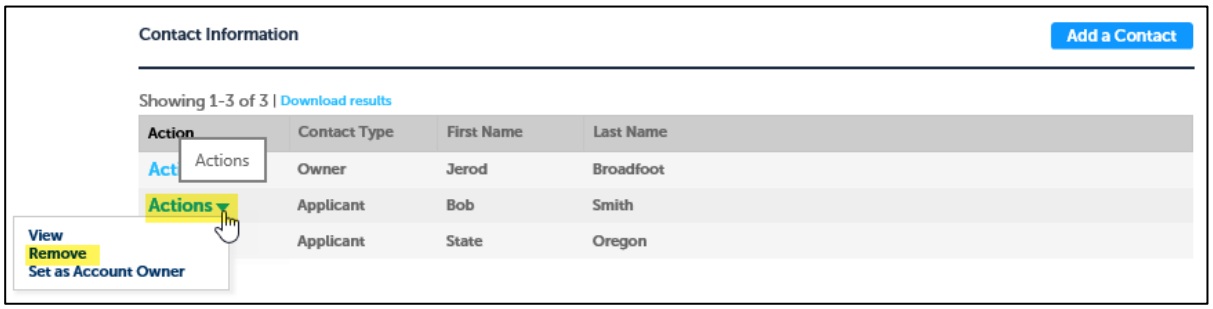
   Note: When setting up or managing your ePermitting account you will want to add contacts that you use on a regular basis.



4. From the drop-down list, select the option that best describes the contact you are adding, and click **Continue**.
5. Enter any contact information you want to have associated with the contact you are adding, and click **Continue**.
6. Repeat the above steps to enter as many contacts as you would like to your account.

Editing Contacts in Your Account

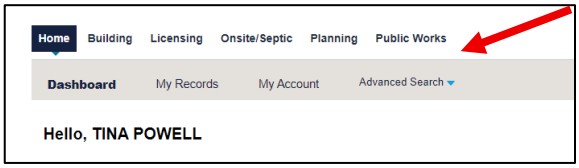
1. To remove an individual, click **Actions** next to the individual you wish to remove and select **Remove**.
2. Click **OK** in the popup box to confirm.



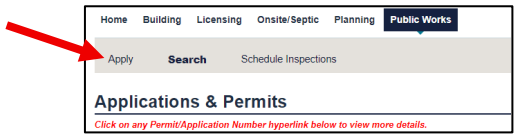
3. To update an individual's information, click **Actions** and then click **View**. Make the changes as needed and click **Save**.

Starting a Permit Application

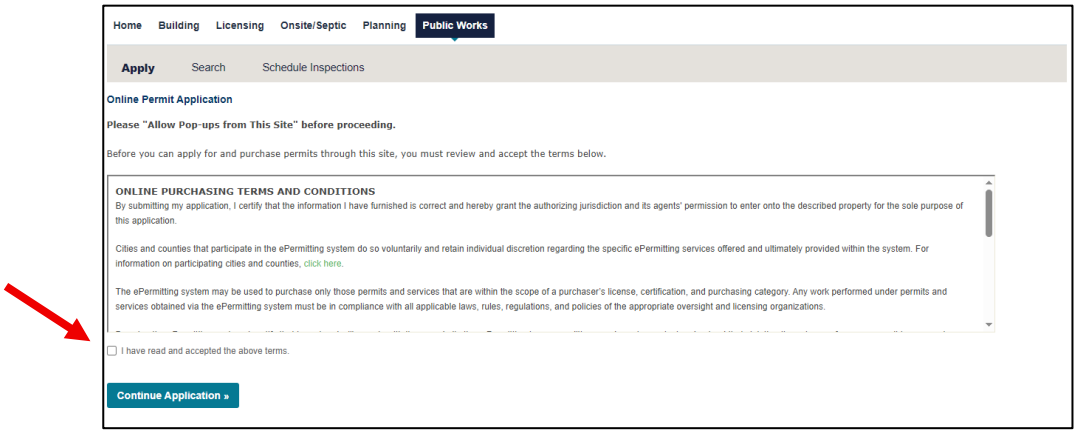
1. Navigate to https://aca-oregon.accela.com/oregon/Default.aspx.
2. Log in to your account.
3. From your dashboard screen, select **Public Works**.



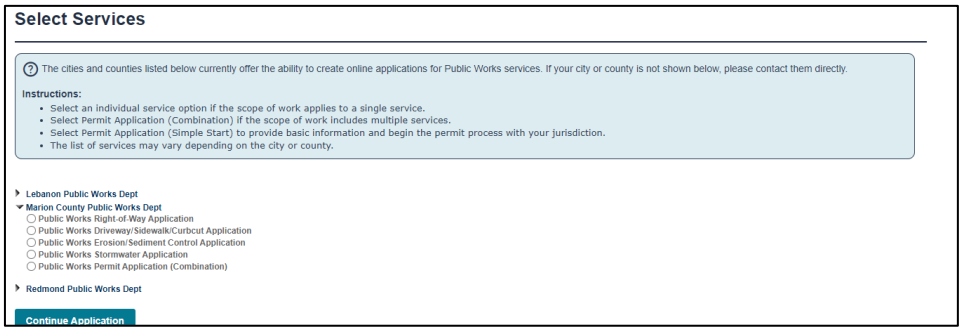
4. Select **Apply**.



5. Read the disclaimer, check the box, click **Continue Application**.



6. Select the arrow that corresponds with the jurisdiction you are applying for. For work within Marion County jurisdiction, select **Marion County Public Works Dept**.

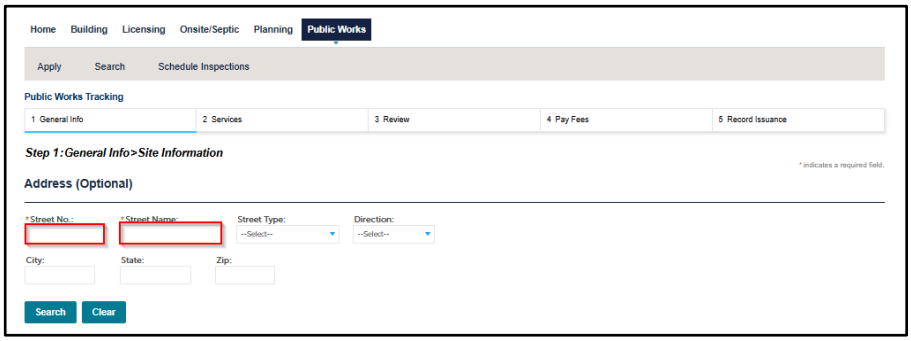


a. Select the application type that fits your permitting requirements. See the chart below for Marion County permit types.

Application Type	Permit Required For
Public Works Right-of-Way Application	Use this application for any work taking place within the Marion County road right-of-way, such as utility installation, trenching, boring or other construction activities within the roadway or roadside area.
Public Works Driveway/Sidewalk/Curb cut Application	Use this application when constructing or modifying a driveway or access point, installing or modifying sidewalks, or creating a curb cut.
Public Works Erosion/Sediment Control Application	Use this application when erosion or sediment control measures are required to prevent soil, sediment, or debris from entering the roadway, drainage systems, or nearby properties during construction.
Public Works Stormwater Application	Use this application for the installation or modification of stormwater management facilities or drainage systems
Public Works Permit Application (Combination)	Use this application when your project involves multiple permit types listed above and requires review under more than one Public Works permit category.

b. Click **Continue Application**.

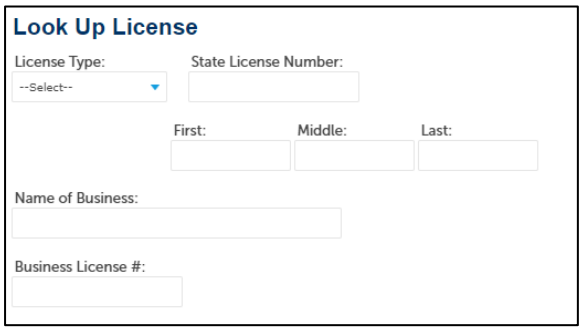
7. **Site Information**
   a. Type the house number and street name in the fields.
   b. Click **Search**.
      1. The address, parcel and owner fields should auto populate.
      2. If a pop-up opens, select the address and owner that match the property, click **Select**.



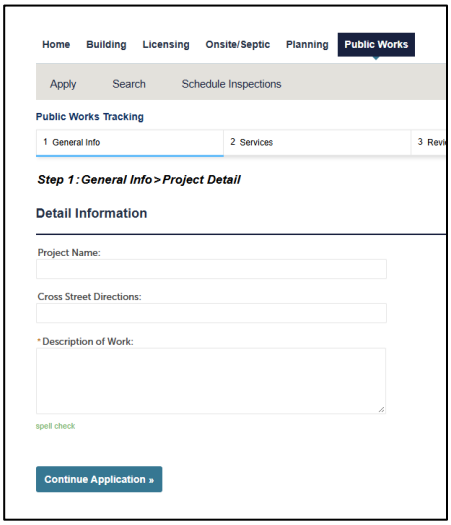
   c. Scroll to bottom of screen and click **Continue Application**.

8. **Contacts**
   a. **Applicant** – add information for the individual responsible for the work.
   b. **Site Contact** – add information for the individual on site that is responsible for the work (if applicable).

9. **Licensed Professional** – required for all work except driveway/access permits.
    a. You can search by either the contractor's name or the contractor's Construction Contractors Board (CCB) number



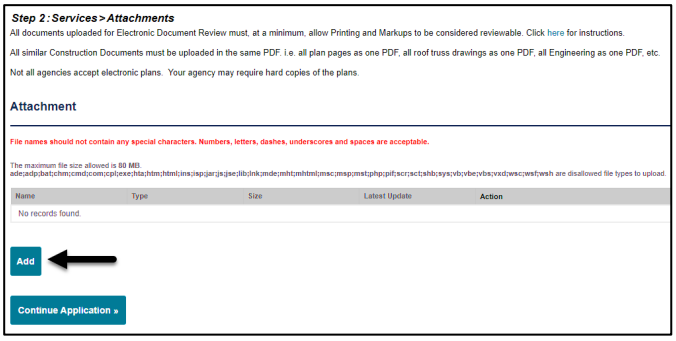
10. **General Info>Project Details**
    a. Add the details for the project name and description of work.
        - **Project Name:** Work order number is helpful.
        - **Description of Work:** Describe the proposed work.
    b. Click **Continue Application**.



11. **Services>General Information**
    This field will be auto selected for you based on the type of permit you are applying for.
    a. Click on **Continue Application**.

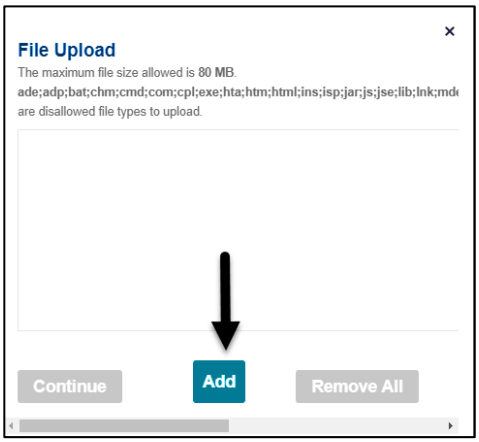
12. **Services>Right-of-Way**
    a. Select the service that best describes the work proposed in the application.

13. **Services>Attachments**
    a. To add a document click **Add**.
        - **Site Plans:** Required
        - **TCP:** Optional



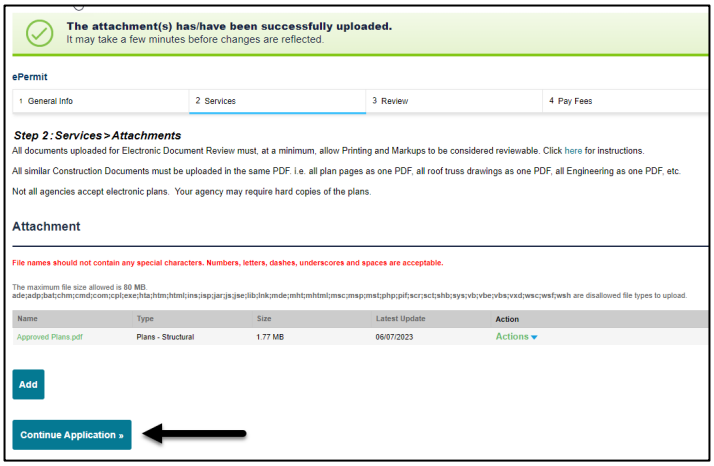
Note: You can attach documents after the application has been submitted. If you need to add multiple or large documents, it is recommended to add them after you have submitted the application.

14. **Upload Box** – To access your computer's local and network drives to upload a document click **Add**.
    a. Locate the file(s) to upload and click **Open**.
    b. You will see the file name along with a status bar of the upload. Add all needed files and click **Continue**.
    c. Select your file type – Use the down arrow to select the title that best describes the file type. Ater adding the type and description, click **Save**.
        - Commonly used file types: Plans - Site Plan & Traffic Control Plan.

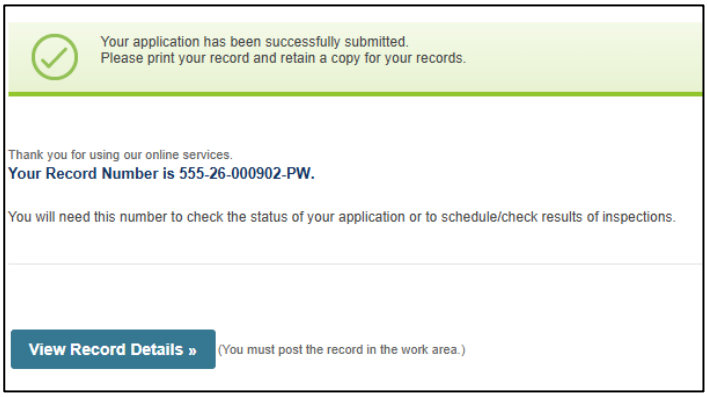


15. A message will appear stating the attachment(s) were successfully attached.
    a. Click **Continue Application**.
    b. The application is complete and is ready for your review.

    Note: You can always choose **Save and resume later** at any time during the application process to save your progress.



16. After making any necessary edits to your application scroll to the bottom of the page and click **Continue Application.** You have now successfully submitted your permit application.
17. You will receive an email that your application has been received.

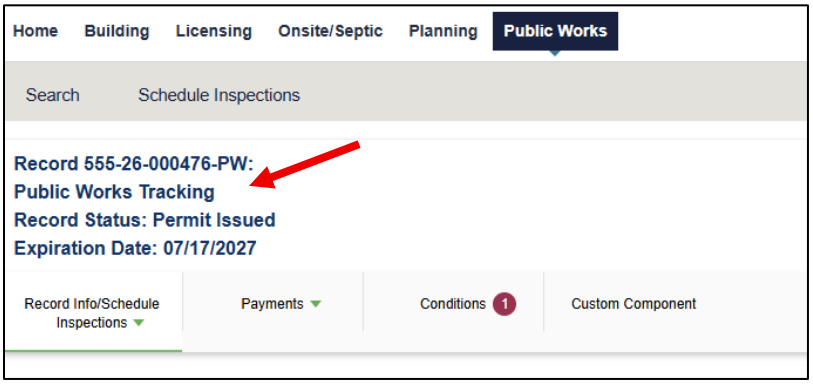


18. You will receive an email if any fees are ready to be paid.

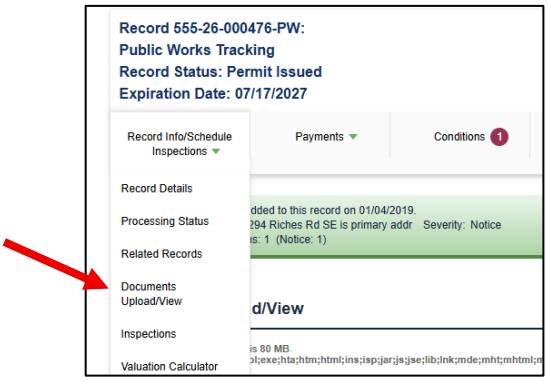
Downloading a Permit

You are not required to have an account to download a permit.

1. You will receive an automated notification from this email address: MarionCountyNoReply@Accela.com when your permit is issued.
2. Click on the email link.
3. This will take you directly to your permit.
4. Confirm the Record Status shows **Permit Issued** (if the permit has not been issued, you will not be able to download your permit).

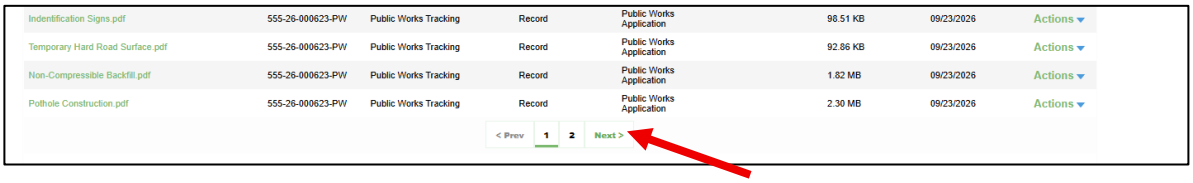


5. Click **Record Info/Schedule Inspections**.
6. Click **Documents Upload/View**.



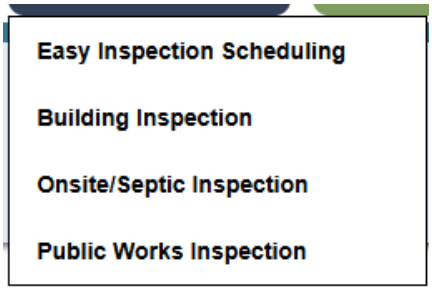
7. Click on the hyperlinked name of each document to download it.

   Note: Download all documents in the record. Each document is part of the permit packet, and all pages are required for a complete permit. Check to ensure you have downloaded all documents from all pages.

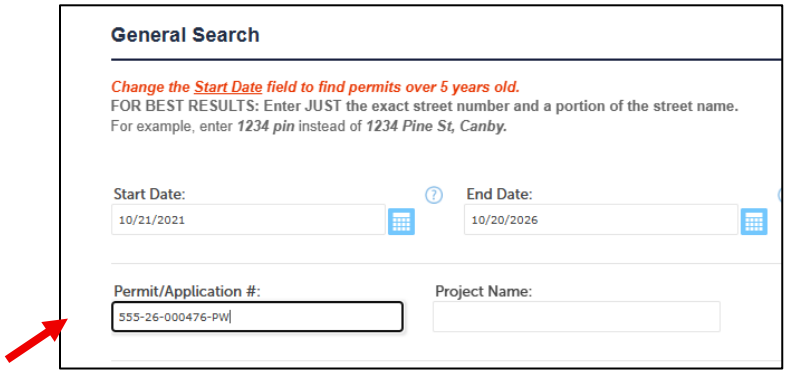


Scheduling an Inspection

1. Hover your mouse over the **Schedule** box at the top of the website, then click **Public Works Inspection**.

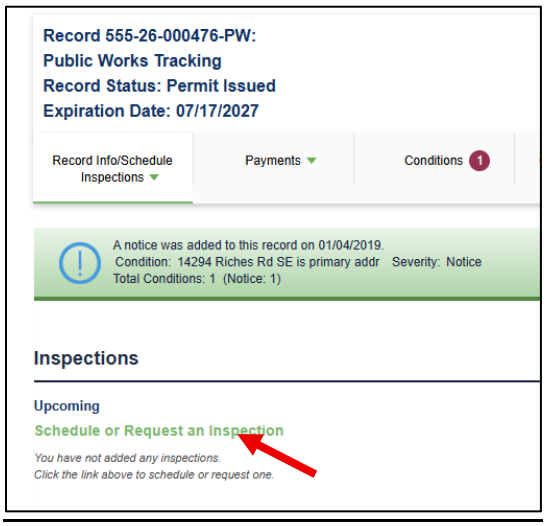


2. Under **General Search**, enter the **Permit #**.



3. Click **Search** – your permit record should appear on the screen.

4. Click **Schedule or Request an Inspection**.



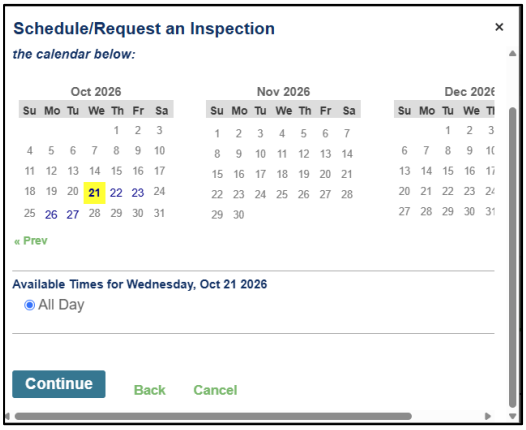
5. Select the type of inspection you are scheduling from the available inspection types, then click **Continue**.

   Note: The available inspection types will differ based on the type of record/permit. You can only schedule one in inspection type at a time.

   Utilities use inspection code 9530 – Franchise/Dry Utilities.

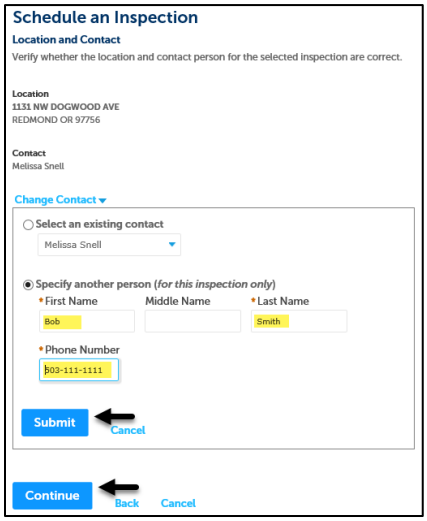


6. Select an appointment date and time range by selecting a day on the calendar and then click in the circle to select **All Day** and click **Continue**. Inspections cannot be scheduled for the same day.



7. Verify that the **Location** and **Contact** are correct.

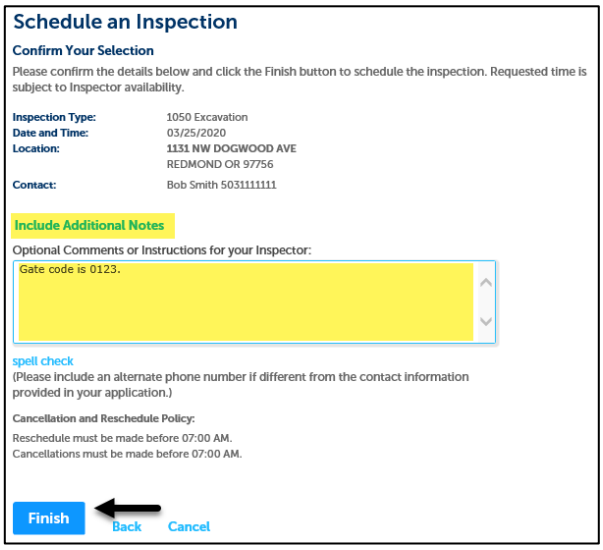
   Note: If the Contact information needs changed, click on the **Change Contact** link, enter in the First Name, Last Name, and Phone Number, click **Submit** and then **Continue**.



8. Confirm your selection and details.
    a. To add any additional information and/or notes for your inspector, click on the **Include Additional Notes** link and type into the text box.

       Note: If you would like to be notified of the inspection results, and you are not listed on the permit, please add your email in the **Include Additional Notes** field.

    b. If any of the information is incorrect, click **Back** or **Cancel**; otherwise click **Finish**.



Note: Additional Notes only show in the back office to the inspector, if you need to change the comments, you will need to reschedule the inspection and enter in the new comments.

9. You have now successfully scheduled an inspection. To cancel or reschedule, click **Actions** and make your selection.

   Note: You can return to this screen after your inspection has taken place to view the status and/or the Inspector's notes. Under **Completed** click **View Details** next to the inspection you are inquiring about.

