

Building Permit Process

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The Reedsport Building Department issues all building permits within the City of Reedsport.

Reedsport administers the State of Oregon's building and fire codes, which are available here:

- [Oregon Building Code](#)
- [Oregon Fire Code](#)

Steps to apply for a building permit:

1. If you are doing work *beyond the interior of an existing structure* – you may need a planning permit before you're eligible to apply for a building permit. Contact the Planning Department at (541) 271-3603 ext. 1003 or [planning \[at\] cityofreedsport.org](mailto:planning@cityofreedsport.org) () before proceeding to step 2. Delaying planning approval will delay your building permit.
2. Once you've gained planning approval or confirmed no planning approval is required:
 - a. If you are a contractor: apply for building permits online at: <https://aca-oregon.accela.com/oregon/Default.aspx>
 - b. If you are a homeowner: contact the Building Department at 541-271-3603 ext. 1003, to gain authorization to apply for building permits online at <https://aca-oregon.accela.com/oregon/Default.aspx>
 - c. or in person at City Hall.
3. Once submitted, your building permit application(s) will be reviewed for completeness.
 1. If complete, you'll receive an email with instruction on how to pay the fee for your application.
 2. If incomplete, you'll receive an email with instructions on how to complete your application.
4. Once your complete application and fee has been received, your application will be processed; during processing, you may receive emails from the Building Department with further instructions and/or requests for additional information.
5. When your application is approved, you'll receive an email with your approved building plans and permit - and you are ready to build!
6. Your permit will include instructions regarding inspections and other items required to "final" your permit. *Make sure to follow the instructions until the permit is "finaled" aka*

passes final inspection. If you fail to final your permit, the result of your work will be considered 'unpermitted.'

How to schedule an inspection, after you've gained a building permit:

Inspections may be scheduled via the ePermitting system. Inspections are carried out on the following days of the week. Your inspection request must be made at least one business day prior; for example: if you want an electrical inspection on Wednesday, your request must be made by Tuesday morning.

- Building, structural, and mechanical inspections: Tuesdays and Fridays
- Electrical inspections: Wednesday and Fridays

Questions? Need help?

For general questions, please contact the Reedsport Building Department at (541) 271-3603 ext. 1003, info [at] cityofreedsport.org (), or visit City Hall. (You may choose to schedule an appointment with Permit Technician Cindy Phillips or Planning Director Hailey Sheldon.)

For specific questions related to building codes or an already-submitted permit application, you may contact Northwest Code Professionals at (541) 484-9043 or [nwcp \[at\] nwcodepros.com](mailto:nwcp@nwcodepros.com).

For questions about ePermitting, please contact the ePermit Help Desk at (503) 373-7396 or [Oregon.ePermitting \[at\] dcbs.oregon.gov](mailto:Oregon.ePermitting@dcbs.oregon.gov).

The following instructions are available online at

<https://www.oregon.gov/bcd/epermitting/howto/Pages/index.aspx>

- How to register and create an account
- How to add licenses to your account
- How to add/edit individuals, customers, and other contacts to your account
- License types
- How to apply for a trade permit
- How to pay permit fees online
- Electronic Plans
- How to upload documents on BuildingPermits.Oregon.gov
- How to print your approved plans
- Electronic document requirements and best practices
- File naming standards for electronic plans
- Electronic plans frequently asked questions
- Scheduling Inspections
- How to schedule inspections
- Scheduling inspections online at BuildingPermits.Oregon.gov

- Using the ePermitting Inspection Request App
- SelecTXT Inspection scheduling via text message
- Inspection Code Brochure:

<https://www.oregon.gov/BCD/epermitting/Documents/brochures/osm-inspection-codes.pdf>

Other helpful forms and brochures:

<https://www.oregon.gov/bcd/epermitting/howto/Pages/epermitting-forms.aspx>

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