

# Procedure Changes for Building Permits and Inspections

Our goal is to continue to provide services to the building community while keeping us all safe. Effective April 6, 2020, we will be implementing new procedures that will impact the building application and inspection request process.

## To **APPLY FOR A BUILDING PERMIT**:

1. You may submit your Building Permit Application in one of the following ways:
  - ONLINE: [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov) (ePermitting/Accela)
  - EMAIL: [buildingdivision@astoria.or.us](mailto:buildingdivision@astoria.or.us)
  - DROP BOX: Use the grey Drop Box located on the sidewalk in front of City Hall, 1095 Duane St.

NOTE: We require 3 sets of plans with your application. If you are submitting your application electronically, copying fees will be added to your final bill unless hard copies are provided.
2. Once your application and plans have been reviewed by the Building Official, the total amount due for your permit will be calculated. (Please allow for more time if the scope of your project also needs Planning and/or Engineering review.)
3. You will receive a message via email or phone with payment instructions. You may pay online, by phone, mail, or use the Drop Box in front of City Hall.
4. A copy of the permit will be mailed to you after your payment has been processed.

## To **SCHEDULE AN INSPECTION**:

1. You may submit your Inspection request in one of the following ways:
  - ONLINE: [www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov) (ePermitting/Accela)
  - EMAIL: [buildingdivision@astoria.or.us](mailto:buildingdivision@astoria.or.us)
  - CALL: (503) 325-1004 / Building Dept. @ City of Astoria

**Please include the following information with your request:**

  - Project ADDRESS
  - Permit Number
  - Type of inspection you are requesting (for example: framing, gas pressure test, etc.)
  - Your name, email, and phone number
2. Once we have received your request, the Building Official will determine if the Inspection will be done “in-person/on-site” **or** by “video chat.”
3. We will notify you of your appointment type (whether it will be “in-person/on-site” **or** by “video chat”), along with an appointment date and time frame.
4. If your inspection appointment will be “in-person/on-site” please insure the jobsite plans are available and easy to locate. If the Building Official needs to enter a building, all others persons must remain outside to ensure everyone’s health and safety.
5. If the Building Official has determined that he can complete your Inspection by “video chat” please call in at your scheduled date and time **(503-741-5312)** using one of the following apps: **\*Be prepared to show him your work\***



6. You will be contacted via email when your inspection is completed with any notes.

Please let me know if you have questions or concerns or need help with the new procedures at any time. Thank you for your help and cooperation!



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