

How To Add View-Only Applicants

Washington County Oregon

Washington County Building and Development Application Services November 16, 2024

Login

E-mail:

Password:

[Forgot password?](#)

You need an account to submit applications and manage projects. Select the **Create Account** button below to get started.

Step #1 - Enter login information and click or tap "Login."

Welcome to Building and Development Application Services

Using this website and ProjectDox, you can manage your projects from start to finish, including:

- Complete and submit applications online.
- Submit project-related plans and documents for review.
- Pay fees.

NOTE: Only specific permits can be submitted online at this time.

Need help?

- Check out our [User Guide](#)
- [Contact us](#) for in-person assistance
- Visit [Building Services](#) for more information

ProjectDox 9.3 - The Latest Release

[GETTING STARTED](#) | [ACCEPTING A TASK](#) | [DOWNLOADING APPROVED PLANS](#)

Not able to see the latest version? Clear the cache on your web browser settings before logging into the system. If you need further assistance or would like to report an issue please [contact us](#).

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The screenshot shows the Washington County Building and Development Application Services portal. At the top left is the Washington County Oregon logo. Below it are navigation links for Home, Profile, and Services. On the top right, the user is identified as 'Pdox Coordinator' with a Logout link. A grey header bar contains the page title 'Washington County Building and Development Application Services' and the date 'November 16, 2024'. The main content area is split into two columns. The left column is titled 'Self-Service Permits' and contains a paragraph explaining that these permits do not require a plan review and provides the email lutbdgpdox@washingtoncountyor.gov. Below this is a list of permit types: Electrical Permit, Plumbing Permit, Mechanical Permit, Prescriptive Solar Permit, and NFPA 13 Sprinkler Affidavit Permit. At the bottom of this column are links for 'Go to ProjectDox', 'Need Help? Contact Us', and a button 'Apply + Manage Self-Service Permits'. The right column is titled 'ProjectDox' and contains a link 'Quick jump to ProjectDox HOME - Projects'. A grey button 'Go directly to ProjectDox' is positioned between the two columns. A green callout box with the text 'Step #2 - Click or tap either link to access the ProjectDox home page to view existing projects.' has two arrows pointing to the 'Go to ProjectDox' link and the 'Go directly to ProjectDox' button.

Washington County
Oregon

Home Profile Services Pdox Coordinator | Logout

Washington County Building and Development Application Services November 16, 2024

Self-Service Permits

You can apply for these permits through this portal. These permits **do not** require a plan review. For all other permits, please email a completed application to lutbdgpdox@washingtoncountyor.gov

- Electrical Permit ⓘ
- Plumbing Permit ⓘ
- Mechanical Permit ⓘ
- Prescriptive Solar Permit ⓘ
- NFPA 13 Sprinkler Affidavit Permit ⓘ

[Go to ProjectDox](#)

[Need Help? Contact Us](#)

Apply + Manage Self-Service Permits

ProjectDox

Quick jump to **ProjectDox** HOME - Projects

Go directly to ProjectDox

Step #2 - Click or tap either link to access the ProjectDox home page to view existing projects.

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Step #3 - Select the "Tasks" tab, if not already selected.

Home All Tasks Logout ?

Tasks Permits

Refresh Save Settings All Overdue Priority Show 25 records

ACTION	TASK	PERMIT #	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Accept	Applicant Resubmit	BLDG-2400796	Applicant	FirstInGroup	Pending	Medium	12/2/24 10:41 AM	11/17/24 10:41 AM	9.3 Upgrade STAGE 2 Test Project

1 - 1 of 1 records

← Prev 1 Next →

Step #4 - Select "Applicant Resubmit" to open the Eform.


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APPLICANT RESUBMIT

Review Results

Invite Others

Step #5 - Select the "Invite Others" tab.

Department Review Results 

DEPARTMENT	REVIEWED BY	STATUS
Building Plan Review	Jeff Shelby - Jeff_shelby@washingtoncountyor.gov	Corrections Required

STEP 1 of 4: See Reviewer Comments and provide information as required

Resolve Review Comments 

Unresolved Comments: 2

Info Only Comments: 0

Files with Markups: 2

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

Review and respond in Excel, then upload your responses.

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Step #6 - Enter user information. Then click or tap "Invite User."
NOTE: Repeat Step #6 to add additional user. You can add as many additional users as you want.

APPLICANT RESUBMIT

ProjectFlow BUILDING avolve software

Review Results **Invite Others**

Invite/Remove Project User ?

Invite to Group: Applicant View Only

First Name: PDOX

Last Name: Coordinator

Email: Pdoxcoordinator@washingtoncountyo

Invite User

Remove from Group: Applicant View Only

Name:

Remove User

NOTE: To remove a user, see next page.

STEP 1 of 4: See Reviewer Comments and provide information as required

Resolve Review Comments ?

Unresolved Comments: 2

Info Only Comments: 0

Files with Markups: 2

Plan Review: Review Comments (Review and respond online.) | Export to Excel (Review and respond in Excel, then upload your responses.) | Import Excel Responses

STEP 2 of 4: Upload any new or updated files into this project



Version Upload for: BLDG-2400796 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.


Submit Close


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APPLICANT RESUBMIT

ProjectFlow BUILDING  

[Review Results](#) [Invite Others](#)


Invite/Remove Project User 


Invite to Group: Applicant View Only 

First Name:

Last Name:


Email:

Remove from Group: Applicant View Only 

Name: Pdox Coordinator (pdoxcoordinator@washingtoncountyor.gov 

NOTE: To remove users, choose the user information from the drop-down menu and select "Remove User."

STEP 1 of 4: See Reviewer Comments and provide information as required


Resolve Review Comments 

Unresolved Comments: 2
Info Only Comments: 0
Files with Markups: 2

Plan Review:

Review and respond online. *Review and respond in Excel, then upload your responses.*

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