

How to Apply for Your Self-Service Permit

The screenshot shows the Washington County Building and Development Application Services website. At the top left is the Washington County Oregon logo. Below it, the page title "Washington County Building and Development Application Services" and the date "November 16, 2024" are displayed. The main content area is divided into two sections. On the left is the "Login" section, which includes an "E-mail:" field with the text "pdoxcoordinator@washingtoncount", a "Password:" field with masked characters, a "Login" button, and a "Forgot password?" link. Below the login fields is a "Create Account" button. On the right is a "Welcome to Building and Development Application Services" section. It contains a list of services: "Complete and submit applications online.", "Submit project-related plans and documents for review.", and "Pay fees." Below this is a "NOTE" stating "Only specific permits can be submitted online at this time." and a "Need help?" section with links to "User Guide", "Contact us", and "Building Services". At the bottom of the welcome section is a "ProjectDox 9.3 - The Latest Release" section with links for "GETTING STARTED", "ACCEPTING A TASK", and "DOWNLOADING APPROVED PLANS".

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

NOTE: First-time users must first create an account. Click or tap here to access more user guides

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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Oregon

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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 "Apply + Manage Self Service Permits."

Note: These permits do not require plan review. If you are unsure if your project requires plan review, please contact us.

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Washington County Apply + Manage Self-Service Permits November 16, 2024

Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

Start Application Process

My Projects ?

| PERMIT # | DESCRIPTION | LOCATION | STATUS | TASKS (0) |
|------------------------------|----------------------------------|----------|--------------------|-----------|
| BLDG-2400796 | 9.3 Upgrade STAGE 2 Test Project | | In Review Building | |

1 - 1 of 1 records

View All Projects

Applications: ?

Search:


| REQUEST # | NAME | TYPE | UPDATED ON | UPDATED BY | ACTION |
|--------------|-------------------------------|-------------------------------------|------------|------------------|---|
| MECH-SSA-200 | Main House Mini-Split Upgrade | Mechanical Permit Application - SSA | 11/16/2024 | Pdox Coordinator | ↶ 📄 ✕ |

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Step #3 - Select a permit type from the drop-down menu. Provide a name for your project. Then click or tap "Start Application Process."

Note: The name of your project is for your reference only. Once a permit is submitted, the project will be assigned a permit number which you will reference when working with us.

 Washington County
Oregon

Home Profile Services

Terms And Conditions ?

I have read, understand, and agree to be bound by such modification.

Disclaimers

Building Services is not responsible or liable in any manner whatsoever for any user or third-party content posted, transmitted, or distributed on the Site.

The Site may be temporarily unavailable for maintenance or other reasons. Building Services is not responsible for any interruption, delay in operation or transmission, theft or destruction of, unauthorized access to or alteration of any material made available on, the Site. It is your responsibility to make sure all your documents or other materials are submitted to Building Services in advance of any applicable deadlines.

Building Services cannot guarantee and does not promise any specific results from use of the Site. Building Services does not represent or warrant that the software, content, or materials made available through the Site are accurate, complete, error-free or suitable for your intended use, or that the Site is secure, free from viruses, malware, or other harmful components, or that any Site defects or errors will be corrected.

Limitation of Liability

In no event shall the Building Services be liable for any direct, indirect, special, punitive, exemplary, or consequential damages arising out of your use of or inability to use the Site, including without limitation loss of revenue or anticipated profit, economic advantage, or business; loss of data; computer failure or malfunction; any and all other damages.

Indemnity

You shall defend, indemnify and hold harmless the County, its agents, officers, elected officials and employees from and against all claims, demands and judgments (including attorney fees) made or recovered against them including, but not limited to, real or tangible property or for bodily injury or death to any person, arising out of, or in connection with your use of the Site, to the extent such damage, injury or death is caused or sustained in connection with your negligent use or willful or wanton conduct.

Governing Law, Jurisdiction, Venue

These Terms and Conditions shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, "Claim") between you and the County or relates to use of the Site shall be brought and conducted solely and exclusively within the Circuit Court of Washington County for the State of Oregon; provided, however, if a Claim is brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. YOUR USE OF THIS SITE CONSTITUTES CONSENT TO THE IN PERSONAM JURISDICTION OF SAID COURTS. You and the County shall each be responsible for their own costs and attorney fees for any claim, action suit or proceeding, including any appeal, arising from use of the Site.

I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#) [Back To My Home Page](#)

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Step #4 - Review the terms and conditions and check the box acknowledging that you read, understand and agree. Then click or tap "Accept & Start My Application."

Electrical Permit Application - SSA

Washington County

155 N. 1st Ave, Suite 350, MS 12

Hillsboro, OR 97124

Phone: 503-846-3470

Email: Lutbldg@washingtoncountyor.gov

Inspection Requests: 503-846- 3699 / www.WashCoORACA.com



- IS PLAN REVIEW REQUIRED?

COMPLETE

Is Plan Review Required? * No

Select Yes/No based on whether or not any of the below items are required for review.

- Service or feeder 400 amps or more where the available fault current exceeds 10,000 amps at 150 volts or less to ground, or exceeds 14,000 amps for all other installations
- Fire pump
- Emergency system
- Addition of new motor load of 100HP or more
- Six or more residential units
- Health-care facilities
- Hazardous locations
- Service or feeder 600 amps or more
- Building over three stories
- Marinas and boatyards
- Floating buildings
- Commercial-use agricultural buildings
- Installation of 150 KVA or larger separately derived system
- "A," "E," "I-2," "I-3" occupancy
- Recreational vehicle parks
- Supply voltage for more than 600 volts nominal
- Renewable Energy/Solar Systems over 25 KVA

Step #5 - Enter all required information and answer all question(s). Items with (*) beside them are required.

Note: Each form has different questions and information that require responses. Once you have completed all required fields in all sections, you will see "COMPLETE" in the upper right-hand side of your screen. Click or tap "Submit."

+ JOB SITE INFORMATION

INCOMPLETE

+ TYPE OF WORK

INCOMPLETE

+ PROPERTY OWNER

INCOMPLETE

+ APPLICANT

INCOMPLETE

+ CONTRACTOR

INCOMPLETE

+ ACKNOWLEDGEMENTS

INCOMPLETE

+ Signature

INCOMPLETE

| | |
|-------------------------------|----------|
| + WORK AND FEES (RESIDENTIAL) | COMPLETE |
| + ACKNOWLEDGEMENTS | COMPLETE |
| - Signature and Fees | COMPLETE |

By signing this application, I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of the permit and/or certificate of occupancy, regardless of how or when discovered.

I, being the authorized applicant, acknowledge that:

1. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge; and
2. By signing this application, the permit applicant acknowledges and agrees that they have obtained any required permission for the proposed work from the property owner; and
3. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

I acknowledge and agree to the following:
If paying by credit card: A 2.5% credit card convenience fee will apply. This is non-refundable.
If paying by electronic check (eCheck): A \$0.95 eCheck fee will apply. This is non-refundable.

Applicant: Jeff Shelby Signature date: 2025-03-07 5:49 PM

[Save & Calculate Fees](#)

[Save for Later](#)

[Home](#) | [Profile](#)

Step #6 - Once all sections have been completed and the appropriate fees have been selected, click on **Save & Calculate Fees**.

By signing this application, I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation or omission of fact (whether intentional or not) in this application or any other required document, as well as any misleading statement or omission, may be cause for revocation of the permit and/or certificate of occupancy, regardless of how or when discovered.

I, being the authorized applicant, acknowledge that:

1. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge; and
2. By signing this application, the permit applicant acknowledges and agrees that they have obtained any required permission for the proposed work from the property owner; and
3. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

- I acknowledge and agree to the following:
 If paying by credit card: A 2.5% credit card convenience fee will apply. This is non-refundable.
 If paying by electronic check (eCheck): A \$0.95 eCheck fee will apply. This is non-refundable.

| Code | Description | Quantity | Balance Due | Amount |
|--------|---------------------------------|----------|-------------|--------|
| BEL01 | Electrical by Square Feet | 1250 | 418.5 | 418.5 |
| BEL50A | State Surcharge, Electrical Fee | | 50.22 | 50.22 |

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Applicant: Jeff Shelby Signature date: 2025-03-07 5:50 PM

Total Fees Due: \$ 468.72

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Step #7 - After the fees have populated, verify the correct QTY has been selected and then click Submit Request. If you notice the fee QTY is incorrect, go back to the fee section and update, then repeat step #6 again. You will then be redirected to the payment portal.

Home Profile Services

Billing Information

Amount Due \$468.72

Company Name Washington County (Building Services)

First Name * Jeff

Last Name * Shelby

Address 1 * 155 N 1st Ave.

City * Hillsboro

Province/State * OR

Postal Code/Zip Code * 97124

Country * United States

Payment Options * Credit Card or eCheck
 Pay in Person, by Mail, or by Trust

Submit **Cancel**

Note: Payment information will be entered on the following secure page.

Step #8 - Fill out the required information and select a payment option. NOTE: If you select the option to pay In-Person or by mail, once your permit has been processed an invoice will be sent to the applicant's email and your permit will not be issued until the payment has been received.

Loading...

We use cookies which are essential for the operation of our website. We would also like to use cookies to improve the performance of our site, personalize content, customize advertisements, and analyze website traffic. For these reasons, we may share your site usage data with our social media, advertising, and analytics partners. These non-essential cookies will only be set with your consent. You can learn more about our use of cookies and similar technologies by reviewing our [Cookie Policy](#). Click "Accept" to consent to cookies other than strictly necessary cookies or "Decline" if you do not. You can change your cookie preferences at any time by clicking "Preferences". [Cookie Policy](#)

Preferences Decline Accept

v1.3.1

Step #9 – Click the Accept button

Enter Card Information

Payment Info › Billing › Review › Submitted

Amount
\$ 468.72

Card Number*
VISA 4111 1111 1111 1111

Expiration Date*
01/2027

CVV*
111

DISCOVER MASTERCARD AMERICAN EXPRESS VISA

Step #10 – Select Credit card or eCheck and enter required information, then select continue.

Continue

Enter Billing Address

Payment Info › Billing › Fees › Review › Submitted

VISA ****1111 Subtotal: \$468.72

Accountholder Name*
PDOX Coordinator

Address*
155 N 1st Ave.

City* Hillsboro State* Oregon

Postal Code*
97124

Phone Number*
+1 (503) 846-3470

Email*
Pdox_Coordinator@washingtoncountyor.gov

Continue

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

v1.3.1

Step #11 – Enter billing information and then select Continue.

Confirm Fee

Payment Info > Billing > Fees > Review > Submitted

By continuing, you authorize a total payment amount of **\$480.20**, which includes a service fee of **\$11.48** charged by FIS Corporation for processing this transaction. This transaction may appear as two transactions on your card statement, one for the transaction amount and one for the service fee.

Payment Details

| | |
|-----------------------------|-----------------|
| Subtotal | \$468.72 |
| Service Fee | \$11.48 |
| Total Payment Amount | \$480.20 |

Step #12 – Select Continue acknowledging the processing fee, which was included in the original fee calculation.

Continue

Confirm Payment

Payment Info > Billing > Fees > Review > Submitted

Payment Information

VISA ****1111

Washington County
ELEC-SSA-669

\$468.72

Subtotal
Service Fee
Total Amount

\$468.72
\$11.48
\$480.20

Billing Address

PDOX Coordinator
155 N 1st Ave.
Hillsboro, Oregon 97124
+1 (503) 846-3470
Pdox_Coordinator@washingtoncountyor.gov

Step #13 – Verify all information is correct and click Submit. You will receive a confirmation email from donotreply@fisgov.com

Submit

Change Payment Method

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

v1.3.1