

Electronic Plan Review

Submitting your Application

- When you are ready to submit you can email the applications to lutbldg@co.washington.or.us.
 - **Please make sure to include PDox in the subject line of your email and that your applications are filled out clearly and completely**
- Once your permit is set up you will get an email allowing you to upload your plans and instructions on paying your intake fees Online via credit card or e-check
 - **Please pay the intake fees before submitting your plans, failure to do so will result in your plans being rejected.**

Uploading Your Plans

- This program does not like chrome. We recommend using Microsoft Explorer.
- All drawing pages must be uploaded separately in **landscape** format in the drawing folder and need to be in sequential order starting with 001, 002, 003,... etc. failure to upload this way will result in your plans being rejected.
 - All items in the drawing folder must be single pages, failure to do so will result in your plans being rejected.
- We will require all plans submitted through PDox, to include a **sheet index or page numbering system**.
 - There are (3) options that will meet this requirement:
 - Provide a sheet index/directory on the front page of the plan set
 - Provide a page numbering system, such as, 1 of 10, 2 of 10, 3 of 10, ect. (Located on the bottom right corner)
 - Provide the attached "Plan Review Sheet Index Form" for each submittal. (If you use the attached form, it will be the first document you upload and will be numbered 001. The form is a fillable PDF
- Your site plan must also go in the drawings folder and will need to be in landscape format and numbered as well in sequential order. Failure to upload correctly will result in your plans being rejected.
 - If your site address is in the City of Banks, Gaston, or North Plains jurisdiction please upload the City approved site plan
- Leave a 3" by 3" blank spot in the upper right corner of all drawings for our approval stamp
- All supporting documents (engineering, calculations, truss packets, etc.) must be uploaded in the documents folder as full documents (you do not need to scan each individual page). Please make sure the engineering stamp is visible and there is nothing in the upper right hand corner that couldn't be covered up by our stamp.
- Once your plans are uploaded complete the Task and the plans will be sent to a permit technician for intake.
- Please upload the Important Notice and One- and Two-Dwelling Checklist into the Documents folder. Failure to do so will result in your plans being rejected.
- TDT, North Bethany, Metro, and THPRD Vouchers must be uploaded in the Reviewer Attachments folder in order to get credit. Please do not email them with your applications.

Intake

- At intake a permit technician will review your submittal to make sure that all of the required documents are there, that the pages are uploaded and labeled correctly, and that the fees have been paid.
- If a page needs to be corrected you will receive a *Pre-Screen Correction Request*. The items that will need to be fixed will either be listed in the correction list or in the task wording. Please be sure to address all issues before returning your plans to the County.
- If you need to have us delete a page so you can re-upload or it is a duplicate please contact us at 503-846-3470 and ask for Tiffany, Rose, or Carol.
- If you just need to replace a page please upload it with the exact same title. This will create a volume 2 of that page and you will see a red V2 next to it. If you make a mistake and need a page deleted please let us know.
- Once your corrections are complete *accept the task* to send it back to the Permit Techs for intake.

Current Planning/Grading

- The permit will be routed to Current Planning, Grading, and Plan Review based on the location and scope of work.
- If there are items that need to be corrected, you will receive a task through PDox that will notify you that something needs to be addressed. The Planner and/or grading team will work with you to ensure all items have been addressed.
- If you just need to replace a page please upload it with the exact same title. This will create a volume 2 of that page and you will see a red V2 next to it.
- If you will be using your TDT or North Bethany Voucher you must upload them in the **Reviewer Attachments** folder at submittal
- **If a Land Use Approval is required:** You will be sent an email or letter from a Planner stating that Land Use approval is required. All Land Use Applications must be submitted at the counter in paper format. Your building permit will not continue on to Grading and Plan Review until released by Current Planning.
- **If a grading permit is required:** You will be sent an email or letter from the Grading Staff stating that a grading permit is required. All grading submittals must be submitted at the counter in paper format. Your building permit will not continue on to Plan Review until released by Grading.

Plan Review

- The plan review group will receive your project only after current planning and grading have completed their reviews.
- Once building plan review receives the project, the plans will be assigned to a Plans Examiner (PEX).
- The PEX will review the project and verify that the plans meet the State building code requirements and any County review policies.
- If there are items that need to be corrected, you will receive a task through PDox that will notify you that something needs to be addressed. The PEX will work with you to ensure all items have been addressed.
- If the PEX determines that your project needs to be reviewed by our structural engineer, they will send a request to the engineering department for review. This review is separate from the PEX. You may receive separate comments from the assigned engineer if corrections are needed.
- Once all corrections have been addressed or there are no corrections needed from the original review, the PEX will then forward your project on to file check.

File Check

- Once Current Planning, Grading, and Plan Review have approved your plans the Permit Technician will complete a File Check. If we need additional documentation, information, or fees due you will see those items listed in the Task wording.
- Your File Check Documents such as the remaining fees owed and the Deferred Form will be in the Reviewer Attachments Folder.
- If you need to submit the Clean Water Services or Septic Permit, SDC Letter, Deferred Form, or Trade Permit Applications you can up-load those directly into the Reviewer Attachments folder instead of physically bringing them into the office or emailing them to us.
- Once the fees have been paid and all of the required documents have been received you will *accept the task*

Issuance

- The Permit Tech will do one final check to make sure that all of the fees have been paid and all of the required documents have been received. Your permit will be changed to Issued Status and your Issued permits, ROW Permit, and Moisture Content form can be found in the Reviewer Attachments folder.
- You will need to print off your approved plans, engineering, and calculations and have them onsite for the inspectors.

Miscellaneous

- If you have a question regarding a specific permit you can go into the permit in ProjectDox and select the Email button in the upper right hand corner. There you can select who to include in the email and type your message.

Revisions

- If you need to submit a revision please email the revision form to lutbldg@co.washington.or.us and put PDox in the subject line.
- Once a Permit Tech has set up the revision they will restart the workflow and you will receive an applicant upload task.
- Upload the revised sheets and with the exact same title. This will create a new volume of that page and you will see a red V2 next to it. If you make a mistake and need a page deleted please let us know.
- Once your plans have been approved you will receive a Pre-Issuance Task listing the revision fees.
- Once available please print off just the revised pages and replace them in your site copy of plans

Reissues

- If you are planning to build a particular plan more than once, you may take advantage of the re-issue policy
 - If you are going to build Plan A again on lot 19 three months later, mark reissue on the building permit application and write the permit number of the original permit above Reissue.
 - Upload the stamped approved plan sheets and approved supporting calculations (engineering and trusses etc.) as if you were submitting like normal (plan sheets go in documents and supporting calculations go in documents).
 - Once the permit gets assigned to a PEX, they will reject the submittal and ask you to upload a clean set of drawings and documents. These pages will need to be labeled exactly the same, in-order to create a volume 2.
 - The PEX will use the overlay feature in PDox to compare the drawings to make sure they are exactly the same. If they are the same the PEX will approve the plans and will route the plans to File Check.
 - Lot 19 will be charged ½ plan review. Make sure to include what permits are reissues in the description of your email.
 - If it is not marked on the application and there is not an original permit number written we will set it up as normal and you will get charged full plan review fees.
 - Left garage, right garage, it doesn't matter. The plans must be identical otherwise – no slope change from original – if the original was on a flat lot, and you are building this one on a slope with a 5' ponywall, it will not qualify as reissue. If the original had a gable roof, and the new one has a hip roof, it will not qualify as a reissue.
- In order to use an approved plan set as a reissue permit it must be in issued status. It cannot be currently in review or in ready status.