

The Web site to access Elevator ePermits is : [www.elevatorpermits.oregon.gov](http://www.elevatorpermits.oregon.gov)

The screenshot shows the ElevatorPermits.Oregon.gov website. At the top left is the logo for "Permitting" with the tagline "Your link to elevators in Oregon". To the right is an icon of a person in an elevator. The website header includes "ElevatorPermits.Oregon.gov" and a navigation menu with links: Oregon.gov, Home, Contact Us, Elevator Minor Labels, BCD Website, BCD Enforcement Program, and Construction Contractors Board. A search bar is located at the top right with the text "Search..." and a magnifying glass icon. Below the search bar is a "Search for Information" button. The main content area features a "Welcome to Elevators Online" section, which states: "In partnership with [Accela, Inc.](#), Elevators Online delivers powerful e-government transactions services that provide valuable information while making you more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous public user." Below this, it says: "To get started as a public user click the elevator search button below. To report an accident you must complete a quick, secure system registration. To register or log in as a contractor or a building owner/manager, click the secure registration link at the top of the page." The browser's address bar shows "Internet" and the zoom level is set to 100%.

In order to buy permits online, you will need to register for an account AND associate a license with your account. The following pages will walk you through that process.

You must accept the terms of use to register for an account.

### Account Registration

You will be asked to provide the following information to open an account:

- A user name and password
- Contact Information
- Elevator Contractor License Number if you are registering as licensed professional (optional)

Please review and accept the terms below to proceed.

**Public Users can report Accidents or request an Elevator Consultation.**

**Contractors can apply and pay for Elevator ePermitting permits for elevator installations or alterations and modernizations.**

**Building Owners/Managers can pay for operating permits and inspections.**

#### General Disclaimer

I understand that if I falsify licensing information or use the ePermitting system to violate any state building laws, rules, or codes that I may be prohibited from applying or paying for permits through the ePermitting system for a length of time determined by the Department of Consumer and Business Services, Building Codes Division. I understand that such violations of state building laws, rules or codes may also give rise to the assessment of civil penalties or to license suspension, conditioning or revocation.

I agree to and accept the terms and conditions above.

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An email address can only be used for **one** account registration. So, if your company shares a single email address, you will need to share an Elevator ePermit account.

**Elevator**

[Search for Information](#)

**Account Registration Step 2:  
Enter Account Information**

\* indicates a required field.

**Login Information**

\* **User Name:**

(4-32 characters may contain letters, numbers, and these special characters: @ \_ - .)

\* **E-mail Address:**

\* **Password:**

(8-20 characters)

\* **Type Password Again:**

\* **Select a Security Question:**

(used for identification if you forget your login information)

\* **Answer:**

(20 characters maximum)

Fill in all required registration fields and “Continue Registration.” The red asterisks are all **required** fields.

### Contact Information

\* First:  Middle:  \* Last:

Name of Business:

\* Business Address Line 1:

\* City:

\* State:

\* Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:  \* Preferred Method of Contact:

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[Continue Registration »](#)



When you have successfully registered, you will get a confirmation email. After registering you still need to associate a license to your account in order to apply for permits.

**Elevator**

[Search for Information](#)



**Your account has been created successfully. You will receive additional instructions by e-mail.**

**1 Your account has been successfully created.**

**Congratulations! You have successfully created an account with the Elevator State Permits Online.** An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Building Codes Division may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

**If you are contractor please add your license**

**Account Information**

User Name: bcdtest

Test Case

BCD

1525 Edgeater St NW

bcd@gmail.cim

Preferred Method of Contact: E-mail

Home Phone:

Work Phone:

Mobile Phone:

Fax:

To associate a license, click on “Account Management”

Logged in as: **Test Case** | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

**Elevator**

[Create an Application or Report an Accident](#) | [Search for Information](#)

ant

**Welcome Test Case**  
You are now logged in.

**Cart (0)**

Your cart is empty.

ard

**Elevator**

[Create an Application or Report an Accident](#)  
[Search for Information](#)

Choose your license type and enter your license number; then Click “Find License”

Elevator

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[Create an Application or Report an Accident](#) | [Search for Information](#)

**Updating Your Account:  
Adding a License:**

By adding a professional license you may gain access to additional features in the Citizen Portal. Select a license type and enter a license number to look up your license. Your license must be valid and active to add it to your citizen account. If your license does not display, contact the City.

In certain circumstances, such as license-right by proxy through an employer even after identifying your license(s), a City employee must perform additional validation. In these cases, **your access to certain features of the Citizen Portal may be limited pending approval.**

\* indicates a required field.

**License Information**

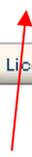
\* License Type:

ELEVATOR ▾

\* State License Number:



Find License



The license search may return one or more possible license matches.  
Click on your license number.

The screenshot shows the ElevatorPermits.Oregon.gov website. The header includes the logo "Your link to elevators in Oregon" and the site name "ElevatorPermits.Oregon.gov". The user is logged in as "Test Case". A search bar is visible at the top right. The main content area is titled "Elevator" and contains a search bar with the text "Create an Application or Report an Accident | Search for Information". Below this, there is a section titled "Adding a License:" with a "License Information" tab. A dialog box titled "Message from webpage" is open, asking "Do you want to associate this license to your account?" with "OK" and "Cancel" buttons. Below the dialog, there is a table with one row of search results:

License Number	Type	Name
111111	ELEVATOR	Jason Jackson

A red arrow points to the "License Number" field in the table. Below the table is a "Search Again »" button. A note on the right side of the page states "\* indicates a required field."

You will be asked if you want to associate this license to your account. Click OK.

If the association is successful, you will see the following message:

Elevator

[Create an Application or Report an Accident](#) | [Search for Information](#)

1111111 professional license(s) added successfully to your public user account.  
This license has been approved.

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information within a section.

**Account Type**

Licensed Professional Account

**Login Information** Edit

User Name: bcdtest  
E-mail: bcd@gmail.cim  
Password: \*\*\*\*\*  
Security Question: Where is your birth place?

**Contact Information** Edit

Test Case Home Phone:  
BCD Work Phone:  
1525 Edgeater St NW Mobile Phone:  
bcd@gmail.cim Fax:  
Preferred Method of Contact: E-mail

**License Information**

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

**Note: License holders will get emails when new users associate a license with their account. If someone you have not authorized is trying to associate your license to their account, please contact the division immediately at: (503) 373-7159**

To apply for permits you will need to “**Allow Pop-ups from this Site.**”

Search...

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**Elevator**

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[Create an Application or Report an Accident](#) | [Search for Information](#)

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**Online Application**

Welcome to Elevator ePermitting System. 24/7 you can update information, pay fees, track your application, and permits.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

I understand that if I falsify licensing information or use the ePermitting system to violate any state building laws, rules, or codes that I may be prohibited from applying or paying for permits through the ePermitting system for a length of time determined by the Department of Consumer and Business Services, Building Codes Division. I understand that such violations of state building laws, rules or codes may also give rise to the assessment of civil penalties or to license suspension, conditioning or revocation.

I have read and accepted the above terms.

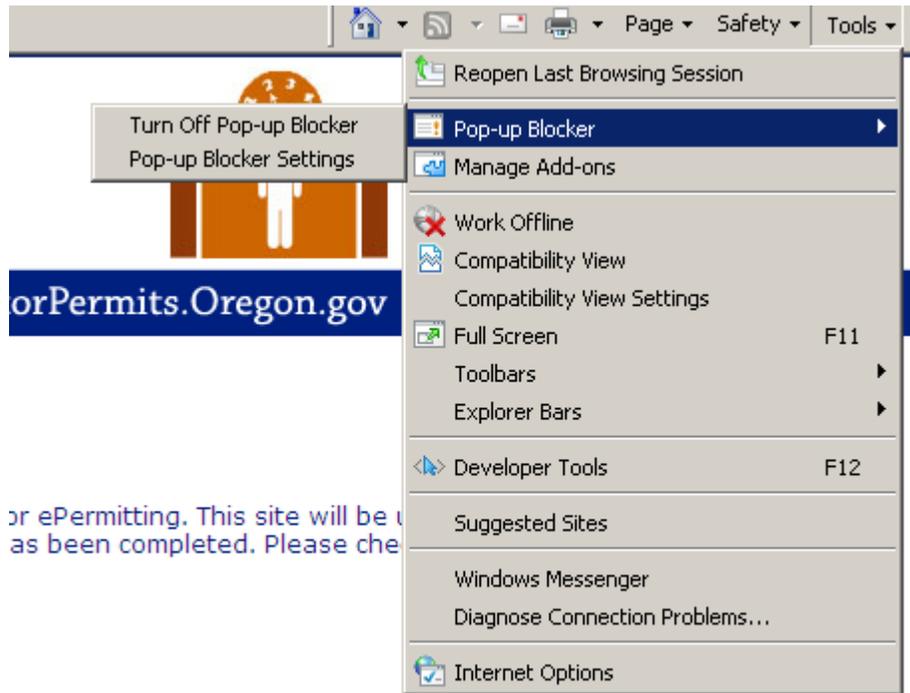
[Continue Application »](#)

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Pop-ups are controlled in the tools setting on your internet browser:



Once you have allowed pop-ups, read the disclaimer and accept the terms:

Search...

Elevator

[Create an Application or Report an Accident](#) | [Search for Information](#)

**Online Application**

Welcome to Elevator ePermitting System. 24/7 you can update information, pay fees, track your application, and permits.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

I understand that if I falsify licensing information or use the ePermitting system to violate any state building laws, rules, or codes that I may be prohibited from applying or paying for permits through the ePermitting system for a length of time determined by the Department of Consumer and Business Services, Building Codes Division. I understand that such violations of state building laws, rules or codes may also give rise to the assessment of civil penalties or to license suspension, conditioning or revocation.

I have read and accepted the above terms.

[Continue Application »](#)



You will be then be prompted to select your license:

The screenshot shows the ElevatorPermits.Oregon.gov website. The header includes the 'Permitting' logo and the text 'to elevators in Oregon'. The main navigation bar contains the site name and user information: 'Logged in as: Test Case | Collections (0) | Cart (1) | Reports (1) | Account Management | Logout'. A search bar is located on the right. The left sidebar lists navigation options: Oregon.gov, Home, Contact Us, Elevator Minor Labels, BCD Website, BCD Enforcement Program, and Construction Contractors Board. The main content area is titled 'Elevator' and contains a button for 'Create an Application or Report an Accident' and a link for 'Search for Information'. Below this is the 'Select a License' section, which instructs the user to select a license from a list. The license list includes '--Select--', 'OR ELEVATOR 111111', and 'None Applicable'. A red arrow points to the 'OR ELEVATOR 111111' option. A 'Continue Application »' button is located below the list.

Permitting to elevators in Oregon ElevatorPermits.Oregon.gov

Logged in as: Test Case | Collections (0) | Cart (1) | Reports (1) | Account Management | Logout

Search...

Elevator

Create an Application or Report an Accident | Search for Information

**Select a License**

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

\* Licenses:

--Select--  
--Select--  
OR ELEVATOR 111111  
None Applicable

Continue Application »

Then click on “Create an Application” to choose a permit application:



### Select a Service

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- Accident Report
- Commercial AltMod
- Commercial Belt Manlift
- Commercial Chair Lift
- Commercial Dumbwaiter
- Commercial Escalator
- Commercial Inclined Elevator
- Commercial Limited Use-Limited Applicatio
- Commercial Material Lift
- Commercial Moving Walk
- Commercial Rack & Pinion
- Commercial Sidewalk Elevator
- Commercial Sidewalk Material Lift
- Commercial Special Purpose
- Commercial Stage Lift
- Commercial Vertical Reciprocal Convey
- Commercial Wheelchair Lift Incline
- Commercial Wheelchair Lift Vertical
- Commercial Freight Electric 10+ Floors
- Commercial Freight Electric 2-9 Floors

Choose an application type and fill out all required fields.

### Commerical Passenger Hydraulic 2-9 Floors

1 Step 1

2 Review

3 Pay Fees

4 Record Issuance

Step 1: Step 1 > Page 2

\* indicates a required field.

#### Address

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text" value="123"/>	<input type="text" value="--Select--"/>	<input type="text" value="Test"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		
City:	State:	*Zip:	
<input type="text" value="Salem"/>	<input type="text" value="OR"/>	<input type="text" value="97309-1"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>		

You can upload plans in a pdf or jpg format and attach them to your application.

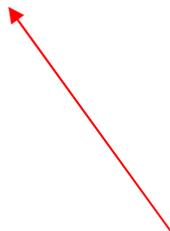
#### Attachment

##### Attachment List

Name	Type	Size	Date
No records found.			

► [Upload a New Attachment](#)

Save and resume later:



Once you have filled out the application, you can review and edit the information.

### Commerical Passenger Hydraulic 2-9 Floors

1 Step 1   2 Review   3 Pay Fees   4 Record Issuance

#### Step 2: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

#### Record Type

#### Commerical Passenger Hydraulic 2-9 Floors

#### Contractor Edit

RCD Test

Home Phone:503-639-7045



Total FLR to FLR (ft):  
Total Travel (ft):

#### SAFETIES

Slack Chain/Rope Device:  
Safeties Not Required: No  
Car Type A: No  
CWT Type A: No  
Car Type B: No  
CWT Type B: No  
Car Type C: No  
CWT Type C: No

#### Attachment

#### Attachment List

Name	Type	Size	Date
------	------	------	------

No records found.

► [Upload a New Attachment](#)

[Continue Application »](#)

Save and resume later:

The next screen will calculate the fees for you.

**If you are paying with a credit card, Click “Pay Now”**

**If you are paying by check, please print this screen and Click “Continue Shopping”**

Elevator

[Create an Application or Report an Accident](#) | [Search for Information](#)

### Commerical Freight Electric 10+ Floors

1 Step 1   2 Review   **3 Pay Fees**   4 Record Issuance

d

#### Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Elevator Fees 70211/1995  
Elevator Surcharge 70211/1291

#### Application Fees

Fees	Qty.	Amount
Elevator Plan Review Fee	1	\$78.00
Install Permit Fee based on Valuation	555000	\$2,068.00
Freight Electric 10-19 F	1	\$268.00
STATE SURCHARGE	0	\$0.00
STATE SURCHARGE	2068	\$248.16
STATE SURCHARGE	268	\$32.16

#### TOTAL FEES

Note: This does not include additional inspection fees which may be assessed later.

**\$2,694.32**



For credit cards



Print page and click for check payments

Operating permit fee

If you are paying by check, please ALSO print the screen that shows the “temporary permit” number in your shopping cart and attach it to the fee page that you send in with your payment.

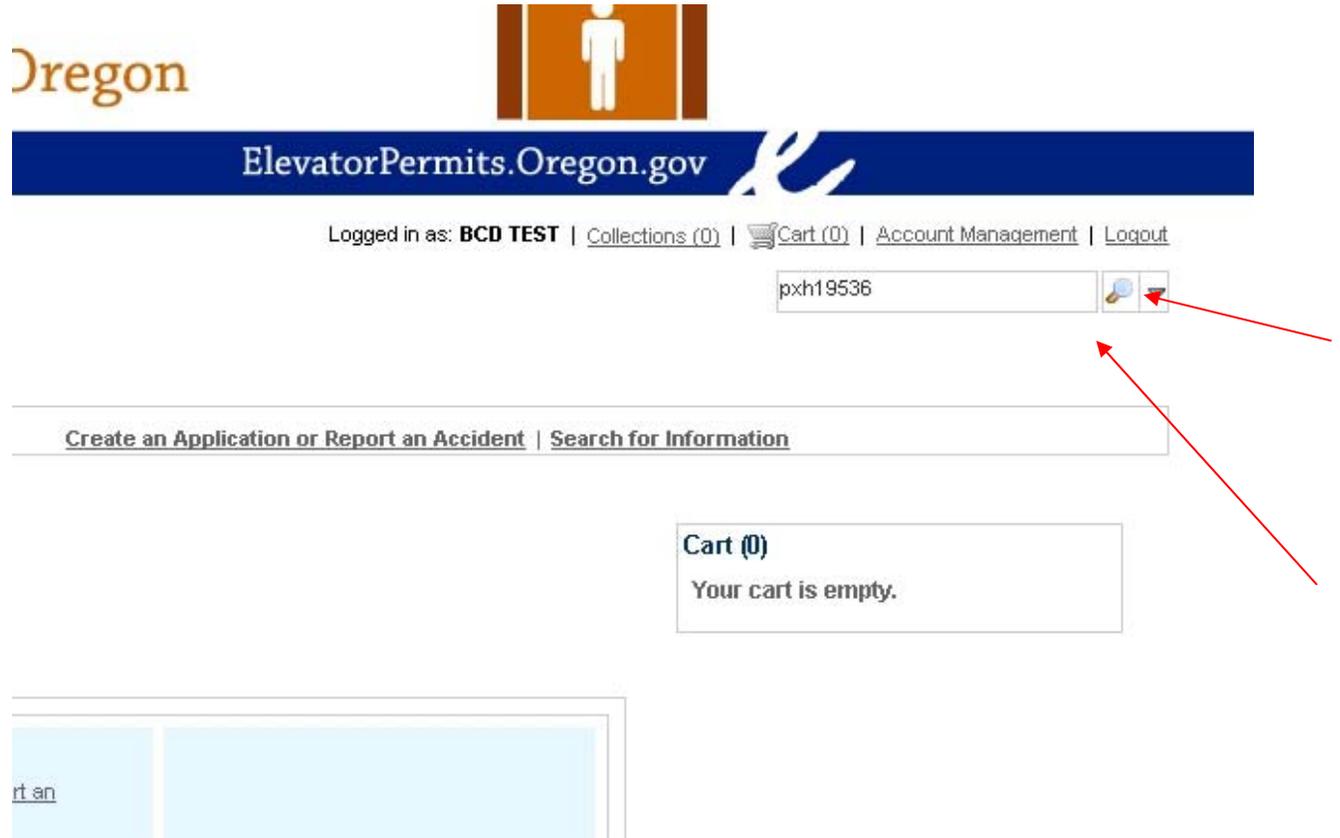
The screenshot shows a web application interface. At the top right, it says "Logged in as: **Test Case** | [Collections \(0\)](#) | [Cart \(1\)](#) | [Account Management](#) | [Logout](#)". Below this is a search bar with the text "Search...". A red arrow points from the "Cart (1)" link in the top navigation to a shopping cart box on the right. The shopping cart box contains the text "Cart (1)", "10TMP-000214", "\$840.12", and a "more..." link. On the left, there is a navigation menu with the heading "Elevator" and two links: "Create an Application or Report an Accident" and "Search for Information". Below the navigation menu, it says "Welcome Test Case" and "You are now logged in.". At the bottom, there is a light blue box containing the same navigation menu items.

You can mail your check with the fee calculation and the temporary permit number to:

DCBS-Fiscal Services  
P.O. Box 14610  
Salem, OR 97309-0445

Once you have submitted an application electronically, or sent it in through the mail the application will be reviewed for completion. If your application is complete and the fees have been paid, then your plans will be reviewed. Once your plans have been approved, you can go back into your account and print out an installation permit.

To print out your installation permit, log into your account and search for the permit by entering in the permit number and pressing the search button:



**Oregon**

**ElevatorPermits.Oregon.gov**

Logged in as: **BCD TEST** | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

pxh19536  

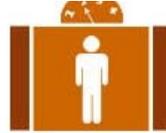
[Create an Application or Report an Accident](#) | [Search for Information](#)

**Cart (0)**  
Your cart is empty.

[rt an](#)

This will bring up the information about the permit and provide a link to “Reports.”  
The report link will allow you to print out installation permits or inspection reports for this piece of equipment.

## Your *link* to elevators in Oregon



ElevatorPermits.Oregon.gov

Logged in as: **BCD TEST** | [Collections \(0\)](#) | [Cart \(0\)](#) | [Reports \(1\)](#) | [Account Management](#) | [Logout](#)

pxh19536

Elevator

[Create an Application or Report an Accident](#) | [Search for Information](#)

**Record PXH19536:**  
**Commerical Passenger Hydraulic 2-9 Floors**

[Add to collection](#)

### Record Details

**Work Location:**

4284 W 7TH AVE  
EUGENE OR 97401

**Licensed Professional:**

THYSSEN/KRUPP ELEVATOR CO  
142459  
14626 NE AIRPORT WAY  
PORTLAND, OR, 97230-3448  
Home Phone:503-255-0079  
OR ELEVATOR OR- EM11

**Project Description:**

ACCESS # PXH 19413

▶ [More Details](#)

Print the installation permit (preferably on blue paper) and post in the machine room:

Building Codes Division Elevator Safety Program www.bcd.oregon.gov/elevators Permits/Inspections: (503) 373-1298

**Permit # PXH19536**

**POST THIS PERMIT IN CLEAR VIEW IN THE ELEVATOR MACHINE ROOM**

Oregon Elevator installations and operations are covered by the provisions of Oregon Revised Statutes 460.005 to 460.175.

Permit Issued: 10/07/2010

Permit Expires: 04/30/2012

Issued To:

Elevator License #:

CCB License #:

Contact inspector to schedule inspections:

Name:

Phone Number:

E-mail:

Type of Permit: Installation

**THIS PERMIT IS NON-TRANSFERABLE**

Work Site Name: SONJA APARTMENTS  
Work Site Address: 4284 W 7TH AVE, EUGENE, OR 97401

PLAN REVIEW	
Review Date:	10/7/2010
Reviewed By:	W Hartung
Status:	Approved
Applicable Standards:	
System:	Simplex

Electrical Installed By:

\_\_\_\_\_  
Licensed Electrical Journeyman Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
License #

Mechanical Installed By:

\_\_\_\_\_  
Licensed Journeyman Elevator Mechanic Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
License #

**Questions, suggestions, or problems:**

**Fran Thomas**  
**(503) 373-7159**

**[BCD.Elevator@state.or.us](mailto:BCD.Elevator@state.or.us)**