

FAQs

Do I need to make an account?

You must be logged into Oregon ePermitting in order to upload a document. You do not need to be logged in to pay fees or download documents associated with a permit.

When am I able to upload documents?

As long as the record is not in a finalized, withdrawn, or expired status you can upload documents to the record. If you need to submit a document and the record is in one of these states please contact us at the email on the back of this brochure.

Can I schedule an inspection on Oregon ePermitting?

Yes! There are several ways to schedule Inspections, including on Oregon ePermitting. See our 'Scheduling Public Works Inspections' brochure for more information.

Can I access this information on my phone?

Yes! The Oregon ePermitting App is available for iOS and Android. You can schedule Inspections and take pictures to upload for the inspector to look at.

Questions? Fill Out Our Contact Form:



Scan Me!

OR

<https://forms.office.com/g/SNU3n5eGjL>

Click Me!

OR

CONTACT US

PHONE:
503-584-7714

EMAIL:
MCLDEP@CO.MARION.OR.US

ADDRESS:
5155 SILVERTON RD NE
SALEM, OR 97305

HOURS:
8:00 AM TO 5:00 PM
MONDAY THRU FRIDAY

Updated: 1/25/2024

PAYING FEES AND DOCUMENT EXCHANGES



Marion County

OREGON

**Public Works
Land Development
Engineering & Permits (LDEP)**

**PAYING FEES
AND
DOCUMENT
EXCHANGES**

Paying Permit Fees

You can only pay for a permit once the application has been processed. In most cases, you will get an email when this happens.

Oregon ePermitting Citizen Portal

Search for [Oregon ePermitting](#) in a browser.

If you received an email from us about a payment needed for your permit, it should contain a link leading you to your permit.

If you did not receive an email from us, continue with these instructions: On the top portion of the page, hover over where it says 'search'. Click on 'Public Works Permits'. Scroll down to General Search, and use the fields provided to find your permit record, the easiest way is by permit number or address.

Click on 'Payments' and then click on 'Fees'.

Click on 'Pay Fees'.

Follow the prompts to proceed with payment.

Other Methods

-Call Building Inspection at 503-588-5147 and ask to pay your permit balance.*

-Pay in person at Building Inspection counter.*

-Mail in a check to the address on the back of the brochure. Please provide the permit number on the check.

*VISA and Mastercard are the only cards accepted. Payments stop being processed at 4:30 PM each day.

Exchanging Documents

Uploading Documents

Search for [Oregon ePermitting](#) in a browser.

Log in or create an account if you haven't.

On the top of the page, hover over 'search'.

Click on 'Public Works Permits'.

Scroll down to General Search, use the fields provided to locate your permit record.

Click on 'Record Info/Schedule Inspections' and then 'Documents Upload/View'.

Click 'Add' then click 'Add' again.

Navigate to the files you want to upload. You can upload multiple documents at a time.

Once you are done, click 'Continue'.

Select the type and provide a short description for each document.

When done, click 'Save'.

Downloading Documents

Search for [Oregon ePermitting](#) in a browser.

On the top portion of the page, hover over where it says search.

Click on 'Public Works Permits'.

Scroll down to General Search, and use the fields provided to find your permit record.

Click on 'Record Info/Schedule Inspections' and then 'Documents Upload/View'.

Click the name of each document you need to download.

Document Upload Best Practices

Below are optional best practices to better help us process the documents uploaded through Oregon ePermitting.

File type should be PDF

Maximum file size is 80 MB per file

File should not be password protected

File names cannot contain special characters such as \$, #, %, etc.

Drawings should be saved in the same orientation that they are intended to be viewed (landscape or portrait) when scanned.

Submittal documents should be divided into individually named files based on what they are with common naming conventions, such as: 'Site Plan', 'Application', 'Traffic Control',

OR

'000-Civil Set Landscaping', '050-Geotech Report', '070-Stormwater Report', etc.

Revisions should be named similar to 'Site Plan_Rev 12-21-23'.