

Procedure Changes for Inspections and Building Permit Applications

Our goal is to continue to provide services to the building community while keeping us all safe. Effective March 17, 2020, we will be implementing new procedures that will impact the inspection and application process for the City of Astoria Building Department.

To **SCHEDULE AN INSPECTION:**

1. You may submit your Inspection request in one of three ways:
#1 – ONLINE: www.buildingpermits.oregon.gov (ePermitting/Accela)
#2 – EMAIL: buildingdivision@astoria.or.us
#3 – CALL: (503) 325-1004 / Building Dept. @ City of Astoria
Please include the following information with your request:
 - Project ADDRESS
 - Permit Number
 - Type of inspection you are requesting (for example: framing, gas pressure test, etc.)
 - Your name, email, and phone number
2. Take pictures or videos of the area needing inspection. Please email those directly to buildingdivision@astoria.or.us
3. Once we have received the inspection request and photos, the Building Official will review them. We may need to contact you directly with questions.
4. If absolutely necessary, the Building Official will make a site visit to complete the inspection. Please insure the jobsite plans are available and easy to locate as the B.O. will conduct the inspection when there is no one onsite. You will be sent inspection notes via email.
5. You will be contacted via email when your inspection is completed with any notes. Simply submitting the photos/videos does NOT complete the inspection process. It must also be reviewed by the Building Official and receive final approval.

To **APPLY FOR A BUILDING PERMIT:**

1. Submit your request ONLINE by using ePermitting / Accela www.buildingpermits.oregon.gov or by EMAIL buildingdivision@astoria.or.us Two sets of plans are required if mailing or dropping off. You may use the grey Drop Box in front of City Hall.
2. The amount due will be sent to you via email with payment instructions/options. You may pay online, call in with your payment, mail, or use the Drop Box in front of City Hall.
3. You will receive a copy of the permit after it has been paid.
4. If you are submitting an application for a permit that requires a review, this process may be delayed.

PLEASE NOTE: Do not send inspection requests and pictures/videos directly to Alton. At best this will delay your request as Alton will not have access to the permit records.

Please let me know if you have questions or concerns or need help with the new procedures at any time. Thank you for your help and cooperation!



LISA FERGUSON
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