

Thank you for using the City of Albany's e-Permitting platform. This platform can be used to make application, pay fees, upload documents, and schedule inspection. This guide will assist you in uploading documents to your existing projects through www.cityofalbany.net/permits.

The first thing you will need is a user account. If you already have a user account, you can skip to step two.

If you do not have an account, you will need to register as a new user. You can register by clicking this <u>link</u> or by selecting one of the two links shown on the right.

A user guide on the registration process is available <u>here</u>.

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link or by	Welcome to Accela Citizen Access for the City of Albany, Oregon         Login           In response to the Governor's Stay Home, Save Lives executive order and for the         Lives Name or Executive
links shown on	protection of your staff and ours, the City's Building Division is implementing a few temporary changes to our processes to continue to provide essential services to you and
IIIKS SHOWII OII	your clients.
	Plan Review:     Password:       • All commercial projects will need to be submitted electronically.     ••••••••••••••••••••••••••••••••••••
stration process is	One- and two-family projects will also need to be submitted electronically. In cases where that is not possible, plans will need to be mailed to the City at: 333 Broadalbin Street SW.
I	Please note that this process will add an additional three days to our time to allow for quarantining once received. Inspections:  • Generally, no inspections will occur in an occupied structure. Inspections of work in a critical facility (hospital or other medical offices) may occur through video inspections, on a case by case basis. • Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameters: o The space Inspections will be limited to AM only with the following parameter
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#### temporary changes to our processes to continue to provide esyour clients.

fields under Planning.

Advanced Search

- Plan Review:
- All commercial projects will need to be submitted electronically

Welcome to Accela Citizen Access for the City of Alba In response to the Governor's Stay Home, Save Lives executi protection of your staff and ours, the City's Building Division is

To search Building or Public Works permits, pleas fields under Building. To search Planning cases, p

System maintenance is scheduled every Monday am and the third Thursday between 5:30-7:00 pm

Building Planning

One- and two-family projects will also need to be submitted electronically. In cases where
that is not possible, plans will need to be mailed to the City at: 333 Broadalbin Street SW.
 Please note that this process will add an additional three days to our two-week plan review
time to allow for quarantining once received.
Inspections:

#### Generally, no inspections will occur in an occupied structure. Inspections of work in a critical facility (hospital or other medical offices) may occur through video inspections, on a case by case basis.

 Inspections will be limited to AM only with the following parameters: o The space requiring inspection, or access to the area being inspected, needs to remain unoccupied from the night before through our inspection staff leaving in order to minimize exposure. o Related work needs to be inspected together. For example, while we have three separate inspections in our system for storm, water, and sever services, for the time being we need to have all those services installed at the time of inspection. Likewise, exterior shear wall

#### Step 2: Login

To view or upload documents you will need to be logged into your account. Enter your login

credentials and click the

Login »	button.
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# **Community Development & Public Works**

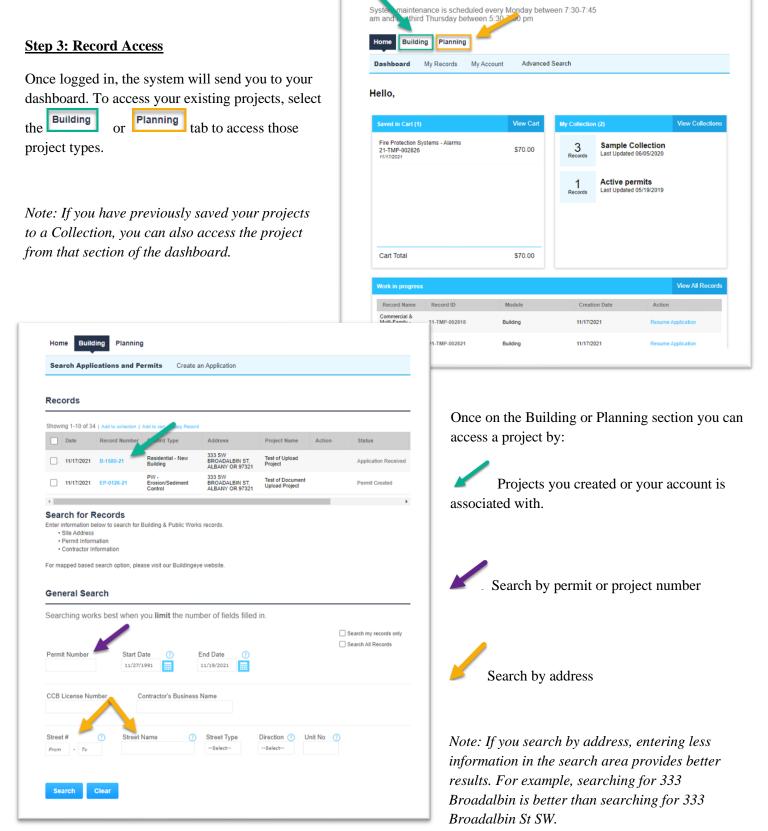
Login »

Remember me on this computer

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fields under Planning

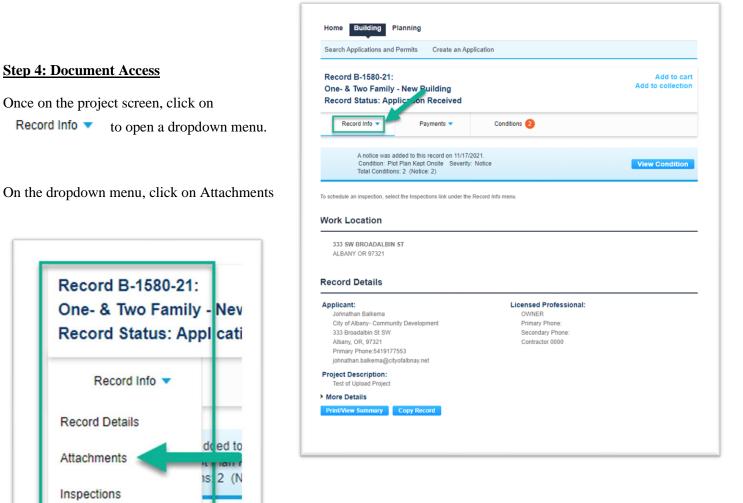
To search Building or Public Works permits, please use the search fields under Building. To search Planning cases, please use the search



**Community Development & Public Works** 

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Search



The Attachments page will display showing any documents that are viewable for this project.

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This screen also allows you to add documents that will be discussed in Step 5.

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Record B-15 One- & Two Record Stat	Family - Ne	ew Building tion Received				Add to Add to colle	
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### **Community Development & Public Works**

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Step 5: Adding Documents	Record Info 🔻	Payments 🔻	Conditions	2		
To add a document, click on the		Ided to this record on 11/17/ Plan Kept Onsite Severity S: 2 (Notice: 2)				View Condition
button.	To schedule an inspection, select the Inspections link under the Record Info menu. Attachments					
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	Name Record II	Record Type	Entity Type	Туре	Size	Latest Update Action
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**Community Development & Public Works** 

Name	Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Actio
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For each document, you will need to provide a document type. This type will vary based on the project's current status.

Each document will also need a
description added. This is to assist you and staff with understanding what the document is. The description should be reasonably short and to the point. Examples include "Site Plan", "Architectural pages", "Structural Calcs", "Truss Calcs".

Once the type and description have been entered for each document, click save

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#### Please note:

Not all documents will be viewable to the public. Most document types will be available to the record creator and the associated contacts in the record.

Congratulations, you have now successfully added files to your project.

This and more useful guided are located at cd.cityofalbany.net or you can email <u>cd.customerservice@cityofalbany.net</u> for assistance.