Eugene Building & Permit Services

Here are some things to keep in mind when submitting your building permit application. Our goal is to work with you to make your project successful and to make the process as easy as possible.

Submitting Your Application

➡ Download the application to your computer and save it before you begin to fill it out. This will ensure that you don't submit a blank application.

➡ Review file naming standards to make sure your files are named appropriately. If files do not meet naming standards or if drawing sheets are not individual files, your application will be returned to you for correction prior to acceptance for review.

Residential File Naming Standards
Commercial File Naming Standards

➡ Place all your files in one folder in your computer. It will expedite the upload process and make it easier for us to manage your files.

➡ Make sure your drawing files are in landscape orientation.

➡ If your project is in a sensitive area and requires an Erosion Prevention permit, it will be a separate submittal. Download the appropriate application from eBuild.

Managing Your Project

➡ eBuild will always indicate any action items on your project. Look for the red icon. When you click on it, it will tell you any action items that need to be completed and will provide a link.
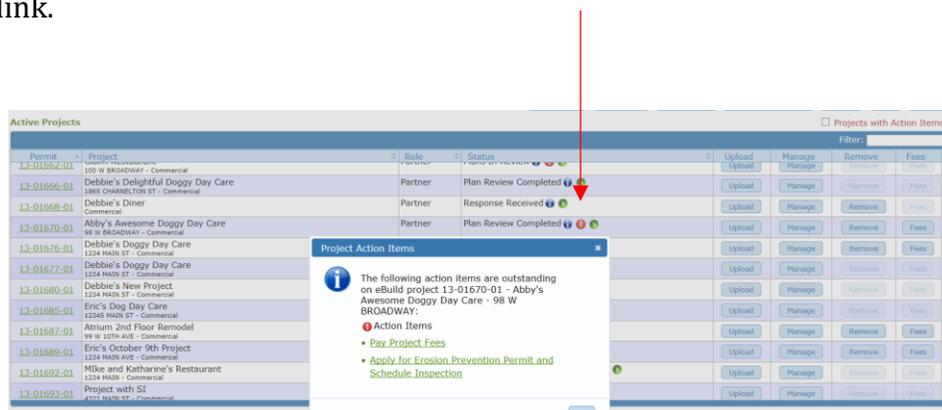
The Manage screen will allow you:

- Change your project name.
- Add project members. Partners will receive all communication regarding your projects. You can add as many project members as you need for your project.

- After the required permits(s)have been identified for your project, you can also add contractors to your project. Contractors need to be identified before your permits can be issued. If you listed contractors on your original application, we will add them for you.

Plan Review Process

➡ The initial (first) review of your project should be completed by the commitment date. If for some reason we are unable to meet that commitment, we will communicate with you. When the plan review process is complete, partners on the project will receive Plan Review Comments along with drawings requiring changes. Responding promptly with a complete response will expedite your time in review. When responding to the comments, you will want to do two things:

- The file name of any drawing that has been changed must be the same as the original file name. Do not add anything to the file name or eBuild will view it as a new submittal – not a revision.
- When you are ready to submit your response, click on your action item and choose "Respond to Application Plan Review Comments". This will be the indicator for your project coordinator that a response has been received and is ready to be reviewed.
- Expected review time for revisions can vary depending on the complexity of the review and the completeness of the response to plan check comments.

➡ You can submit changes to your project at any time after your project coordinator has been identified. Once your project has been accepted for review, you will receive a Plan Review Commitment Date Notice that will give you the name and contact info.

Project Approval

➡ When the review of your project has been approved, you will receive a Notice of Plan Review Completed. The notice will list all outstanding actions that must be completed before permit issuance. If your project includes electrical work, you must first identify the contractor and then submit an electrical application with the supervising electrician's signature.

➡ When your permits are issued, you will receive a Notice of Permit Issuance. This notice will have a link to your approved drawings that need to be printed and maintained at the job site. Plans should be printed full-sized. (You can also log into eBuild at any time and access approved drawings.) There will also be a link to print permits and a job site card.

Need help?

Additional information is available on our website. You can also contact staff at 541-682-5505 or by email.