



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us

Citizen Self Service: Apply for Permits

1. Begin process by logging in from the [City of Ashland CSS Homepage](#)
2. Click on the **Login or Register** tile box

Citizen Self Service
Building, Planning, and Public Works Permits

Good Morning, Guest

Home Apply Today's Inspections Search Q Calendar

Welcome to Self Service

- Search Public Records**
This tool can be used to search for existing permits, plans, and inspections.
- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Application Forms**
Download and complete required application forms.
- Apply**
This tool can be used to apply for a Building, Planning & Public Works permits.
- Request Inspection**
Click here to request an inspection on an existing record.
- Calendar**
Click here to find out about certain events like holidays and public hearings.

3. Click on **Apply**

Citizen Self Service
Building, Planning, and Public Works Permits

Good Morning, Guest

Home Apply Today's Inspections Search Q Calendar

Welcome to Self Service

- Search Public Records**
This tool can be used to search for existing permits, plans, and inspections.
- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Application Forms**
Download and complete required application forms.
- Apply**
This tool can be used to apply for a Building, Planning & Public Works permits.
- Request Inspection**
Click here to request an inspection on an existing record.
- Calendar**
Click here to find out about certain events like holidays and public hearings.



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us

4. **Select the Permit or Plan type you wish to apply for.** Results can be sorted by All, Permits, Plans, Trending, and My History.

Building: Residential Electrical Category Name: Building Permit Description: Residential Electrical Building Permit	Apply
Building: Residential Grading/Excavation Category Name: Building Permit Description: Residential Grading/Excavation Permit	Apply
Building: Residential Mechanical Category Name: Building Permit Description: Residential Mechanical Building Permit	Apply
Building: Residential Plumbing Category Name: Building Permit Description: Residential Plumbing Permit	Apply
Building: Residential Remodel Category Name: Building Permit Description: Residential Remodel Permit including structural, mechanical, electrical, and/or plumbing work.	Apply
Building: Structural Permit Category Name: Building Permit Description: Structural work only. No electrical, mechanical, or plumbing proposed.	Apply

Permit and Plan types currently available for online processing:

Building Permits:

Residential Mechanical
Residential Plumbing
Residential Electrical
Residential Structural
Residential Remodel
Residential Addition
Renewable Energy Systems

Commercial Mechanical
Commercial Plumbing
Commercial Electrical
Commercial Structural

Fire Permits:

Fire Alarm
Fire Sprinkler
Fire Suppression System

Planning Permits:

Fence Permit
Sign Permit
Zoning Permit

New Address
Pre-Application Conference

Public Works Permits:

Misc. Concrete Permit
Right-of-Way Permit
Street/Alley Excavation Permit



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us

LOCATION

5. Select **Add Location**

LOCATIONS

Provide the location where the project will take place.

6. Enter the Street Number and Street Name where the project will take place and select Enter.



Citizen Self Service

Building, Planning, and Public Works Permits

7. Select the **Check Box** next to the address, and then **Add**.

Or, select **+ Add** on the highlighted parcel on the map.

*It may take a few moments for the Map to fully load.

*If the address you entered cannot be found, please contact our office at #541-488-5305 or email Building@ashland.or.us for assistance.



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us



8. The project location will now be displayed on the Location step. Select **Next** at the bottom of the page to proceed.

Apply for Permit - Building: Residential Remodel

*REQUIRED



LOCATIONS

Provide the location where the project will take place.

Type: Location
51 WINBURN WY Ashland
Oregon 97520

Main Address

Parcel Number
391E09BB14800

Main Parcel

[Remove](#)

[Create Template](#)

[Save Draft](#)

[Next](#)



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us

PERMIT DETAILS

9. **Complete all necessary fields** on the Permit Details page. Required fields are marked with a **red** asterisk. Then select **Next** at the bottom of the page.

PERMIT DETAILS

Describe the basics of your project.

* Permit Type	Building: Residential Remodel
* Description	Sample Remodel Project
* Square Feet	500
* Valuation	10000

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)

CONTACTS

10. Your information is displayed as the Applicant. Select **Add Contact** and add the Property Owner as well as all Contractors, Subcontractors, Design Professionals, etc. that are associated with the project. When done, select **Next**.

*Only those listed as Contacts on the permit will have access to permit tracking, requests for information, inspection scheduling, etc.

CONTACTS

Property Owner and Applicant are required. Additional contacts can be added as well.

<p>Applicant</p> <p>City of Ashland April Lucas (You) 51 Winburn Way, Ashland, OR . 97520</p>	<p>Select Type</p> <p>Add Contact</p>
--	--

[Back](#) [Create Template](#)

[Save Draft](#) [Next](#)



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us

MORE INFO

11. Fill in all applicable fields for your project. If a field does not pertain to your project, leave it blank. Accurate information will expedite the review and issuance process. Required fields are marked with a red asterisk. Select **Next** at the bottom of the page when done.

MORE INFO

Please answer these key questions about your project.

General Info

[Next Section](#) | [Top](#) | [Main Menu](#)

Building Sq.ft. habitable

Building Sq.ft. non-habitable

Building Sq.ft. demolished

Electrical

[Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Branch Circuits with Service

ATTACHMENTS

12. If the permit or plan you are applying for has mandatory submittal requirements, those items will be listed on the Attachment page. To upload a document, select **Add Attachment** and navigate to where the document is stored on your device. When you have finished uploading all required documentation, select **Next** to proceed to the final step.

*Not including all required documentation will result in delays in the processing of your application.

*All application forms can be found at www.ashland.or/ComDevPermits

Attachments

Required Attachments:

- For minor remodels: Building Permit - Residential EXPRESS form
- For large remodels: Building Permit - Residential Application Submittal Package
- Complete Building Plans showing existing and proposed

Plans

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx

REQUIRED

Residential Permit Application

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx

REQUIRED

Select Type ▼

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .doc, .docx, .xls, .xlsx

[Back](#)

[Create Template](#)

[Save Draft](#)

[Next](#)



City of Ashland Community Development Department

51 Winburn Way • Ashland, OR 97520

Phone (541) 488-5305 • Fax (541) 488-6066

Email: Building@ashland.or.us / Planning@ashland.or.us

REVIEW & SUBMIT

13. Review your entries for completeness. If necessary, select the Back icon at the bottom of the page to make adjustments. When done, select **Submit**.


Confirmation that your application has been successfully submitted will be displayed on the screen.



Citizen Self Service

Building, Planning, and Public Works Permits

Dashboard Home Apply My Work Today's Inspections Search  Calendar 

 Your application was successfully submitted!

Your application has been successfully submitted. If additional information is needed you will be contacted via email. If you have any questions please contact us at #541-488-5305 or Building@ashland.or.us

[Continue to permit](#)

NEXT STEPS

- If your application requires payment of a plan check fee prior to review, you will be sent an invoice via email and provided payment options.
- Once the permit application has been reviewed and approved, you will be contacted via email for payment of the permit fees. Following payment your approved permit and related documentation will be emailed to you.
- If the plans examiner requires additional information to process your application, they will reach out to you directly.

NEED HELP?

We are here to assist you.

By Phone: Call us at #541-488-5305

By Email: Building Division - Building@ashland.or.us
Planning Division – Planning@ashland.or.us
Public Works Dept – PublicWorksInfo@ashland.or.us

Office Hours: Monday through Friday, 9:00 AM – 3:00 PM