Eugene Building & Permit Services

What is eBuild?

eBuild is an internet-based application developed by the City of Eugene that will allow you to submit an application for a trade permit (electrical, plumbing, or residential mechanical), pay your fees, and receive an issued permit.

The eBuild application uses a web interface, so no downloads or special software is needed. You will see some differences depending on what web browser you use.

How do I find it?

You can get to eBuild through the City of Eugene public website. When looking at the building permit pages, be sure to look for the eBuild button. It will take you directly to the log in page.

Getting Started

You will need an account to submit your application. If you have an account for scheduling inspections with the City of Eugene, you will use the same login credentials. To create an account you will need an email address, name, and phone number.

Easy Steps to Permit Issuance

> Log into eBuild. Click on New Project.

eBuild Account
Debbie Wells - debbie.l.wells@ci.eugene.or.us

New Project | Inspections | Edit Account | Refresh | Help | Logout

Welcome to eBuild
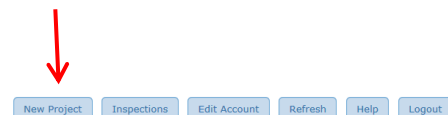You currently have no **eBuild** projects in the system.
If you're new to **eBuild**, we have extensive online help to guide you in using the system.
To start a new **eBuild** project, click the **New Project** button above.

Active Projects   ☐ Projects with Action Items
                                                                                            Filter:

Permit	Project	Role	Status	Upload	Manage	Remove	Fees
				No data available in table			

> You will see a list of options for the type of project. For this type of project, click on Trade Permits. Trade permits include stand-alone electrical, plumbing, and residential mechanical. Permits associated with a larger construction project are not eligible.

Trade Permit Projects
Trade permits are stand-alone electrical, plumbing and residential mechanical permits not associated with a larger construction project.
For more information, see Trade Permit Submittal Requirements.

> ▸ Trade Permit Project Types

➢ You will then choose the type of application. Be sure to download the application to your computer before completing the application so that your information will be saved.

Application Download	Description	Start
Electrical Application	Electrical work not requiring plan review, such as services and feeders, branch circuits and limited energy. This includes commercial, multifamily and residential projects.	Electrical
Plumbing Application	Plumbing work not requiring plan review, such as adding plumbing fixtures and replacing water lines. This includes commercial, multifamily and residential projects.	Plumbing
Residential Mechanical Application	Mechanical work, such as furnaces, heat pumps and air conditioners. This applies to **residential projects only**. Commercial and multifamily mechanical work requires plan review and a full construction permit application.	Residential Mechanical

✰ *Tip* Save a master copy of the application to your computer with basic information (such as contractor data) completed. Then each time you need to reapply simply open your master copy and save the application with the job site address. This will save you time.

➢ After you have a completed application for your job, you will start the process of applying. Click on the correct discipline under Start.

Application Download	Description	Start
Electrical Application	Electrical work not requiring plan review, such as services and feeders, branch circuits and limited energy. This includes commercial, multifamily and residential projects.	Electrical
Plumbing Application	Plumbing work not requiring plan review, such as adding plumbing fixtures and replacing water lines. This includes commercial, multifamily and residential projects.	Plumbing
Residential Mechanical Application	Mechanical work, such as furnaces, heat pumps and air conditioners. This applies to **residential projects only**. Commercial and multifamily mechanical work requires plan review and a full construction permit application.	Residential Mechanical

➢ You will be asked to give your project a name. This name should help you identify the project when you are looking at a list of projects.

| Type of Submittal	Electrical	
Project Name* Short name to identify your project	Service Change for Smith Residence - Job 15-1004	
Application* Completed PDF project application form	Application 760 Bailey Hill Road.pdf	Browse
	Submit Application	

➢ Browse to locate your completed application on your computer. Select the file and choose open.

➢ Click on Submit Application.

➢ Staff will receive notification that your application has been submitted. The application will be reviewed and set up for payment within one business day.

> You will receive a Notice of Application Review Completed when the application is ready for payment.

> Log into eBuild and locate the project in the list. Click on the [Fees] button.

> Payment can be made by Visa or MasterCard. After payment, you can expect to get a Notice of Permit Issuance within an hour with a link to your payment.

> You are then ready to schedule your inspections!

Requesting Inspections

After the permit has been issued the project will remain in your list of active projects until all inspections have been completed and approved. Requesting an inspection for your project is as simple as clicking on a button that will take you directly to Inspection Scheduling.

15-00183-01	Wells Service Change with Contractor 3683 BANNER ST - Electrical	Partner	Permits Issued 🛈 ▶ 🗖	Upload	Manage	Remove	Fees
15-00184-01	new laundry room sink 1234 WHY WORRY LN - Plumbing	Partner	Permits Issued 🛈 ▶ 🗖	Upload	Manage	Remove	Fees
15-00185-01	Adding air conditioner for Alexander 1085 FAIRWAY DR - Residential Mechanical	Partner	Permits Issued 🛈 ▶ 🗖	Upload	Manage	Remove	Fees

Access to Your Projects

As the applicant for your project you will have access through eBuild. If you wish to grant anyone else access to the project you can grant that on a project-by-project basis on the Manage page. Simply click on Manage. The access levels are primarily geared to the plan review process. For trade permits, if you would like anyone else in your office to have the ability to pay fees for the project when the permit is ready, simply add their email address as a Partner. If they don't currently have an account, they will receive an invitation to join.

Beginning Work

In the past if you purchased on Authorization to Do Work through the State of Oregon ePermitting website, you could begin work on your project as soon as you received your authorization. **Permits purchased directly from the City of Eugene do not authorize work to begin until the permit is issued.** However we are committed to reviewing and issuing your permit as quickly as possible.

Questions

If you have questions about obtaining a permit staff can be reached at 541-682-5505. For questions or assistance regarding eBuild, contact our online help.