



City of Tualatin

www.ci.tualatin.or.us

Online Permitting Frequently Asked Questions

1.) What does the status of my permit mean?

Received – The City of Tualatin has received the permit and paperwork, but the review has not yet started. Your permit has been added to the queue of permits for review.

In Review – The plans examiner (along with other departments as necessary), has started reviewing your plan. When the plans examiner completes his review, this status will change.

Wait for Appl Rspns - The plans examiner is waiting for information from the applicant, contractor, or architect. Under the plans examiner's review, a note regarding what the plans examiner is waiting for will be displayed. Examples would be truss calculations, a site plan, additional set of plans, a wet stamp, etc. This is something the plans examiner needs prior to continuing the review.

Wait for Other Dept - The building plans examiner's review is complete, however not all other departments have signed off or released the permit as of yet. There may be outstanding issues with other departments throughout the City. Reviews that are not complete or approved will display under "Reviews" on your permit.

Wait for Outside Review - The building plans examiner's review is complete, however outside agencies have not signed off or released the permit. Examples of outside agencies are Clean Water Services, Tualatin Valley Fire and Rescue (TVFR), DEQ, Washington County Health, etc. Reviews that are not complete or approved will display under "Reviews" on your permit.

Review Complete - All required reviews are complete and approved. The permit will now be transferred to the Permit Coordinator to prepare the permit for issuance. This step includes calculating final fees, creating documents for issuance, assessing any credits if applicable, etc.

Ready to Issue - Your permit is ready for pick up! All fees have been verified and entered into the system and are ready for payment. Documents are prepared and ready for issuance.

Issued - The permit has been approved, paid for, issued, and construction can begin. This is an active, open permit.

Finald - The permit has been issued. The work is complete and has been approved. The file is now closed.

Expired - No activity has been recorded on this permit for over 180 days. Activity includes inspections and/or permit extensions.

Withdrawn - The applicant has decided not to start the project and no longer needs a permit.

Void – This permit was created in error.

2.) How do I log in?

There are two ways to log in. The first is to log in at the top of the eTRAKiT home screen. The second is to continue through eTRAKiT and when a log on is required, a window will pop up for you to log in.

3.) What if the address doesn't come up when I search?

First, try typing only the building numbers of the address. The system will display a list of multiple choice options. If the address you are searching for still does not show in the list, the address is either incorrect or is not in our jurisdiction. Our neighboring jurisdictions are Washington County, Clackamas County, Tigard, Lake Oswego, Sherwood, and Durham.

4.) When creating a permit it asks for attachments, what if I don't have any?

Not all permits will require an attachment (please see the User Manual on how to attach items). An example of an attachment is a site plan. If additional information is required, a staff member will contact you. The following are the currently required attachments:

Chicken License

- Site Plan (includes set back from property lines)
- Chicken Coop diagram with dimensions

Heating and A/C

- Site Plan (includes set back from property lines)

Backflow Irrigation Only

- Site Plan (includes set back from property lines)

Water Heater

- None

5.) Do I need an account to search for permits?

No. Permit searches may be performed without a log in.

6.) Why can't I apply for more permit types?

eTRAKiT permits are currently available for residential only. As we move forward with the system, we will continue to add additional permit types for your convenience.

7.) What time do I need to request my inspection?

With our permit system now automating inspection requests, we have the ability to allow inspection requests up until 7am the day you would like your inspection performed instead of 5pm the business day before.

8.) How do I pay for my chicken license?

Once you submit, a thank you notice will appear and a "View Permit" button will be visible. Click "View Permit". Select the "Fee" tab, Click "Pay All Fees" at the bottom, and proceed through the check out.

9.) How do I determine my job value?

This is the bid amount provided by the contractor. If a contractor is not performing the work, this amount is equal to the materials and labor that a contractor would charge if performing the work. The International Code Council (ICC) Valuation Tables determine the value of any new square footage added to the structure.

10.) How does the shopping cart work? What if I don't want to pay all my fees?

Once the shopping cart opens, you will be able to look through the fees and select which ones you want to remove from your cart and which fees you want to keep in your cart. Keep in mind that in order to issue any permit, all fees associated with that particular permit must be paid in full.