



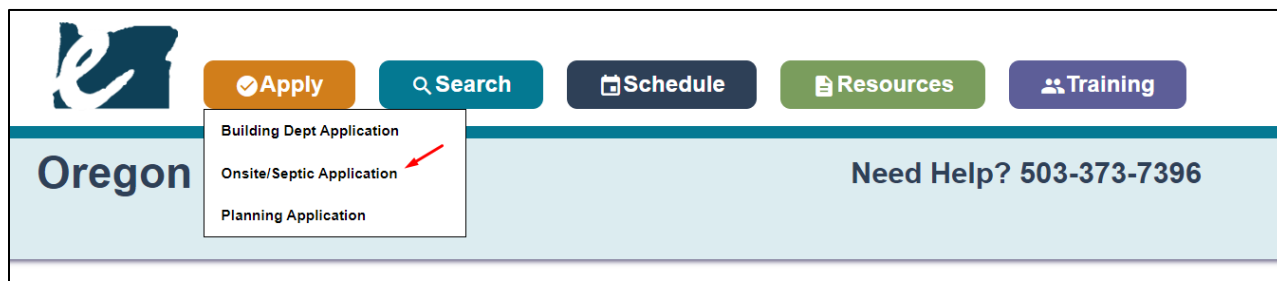
COMMUNITY DEVELOPMENT

APPLICATION GUIDE ONSITE SITE EVALUATION Version: 12/20/2023

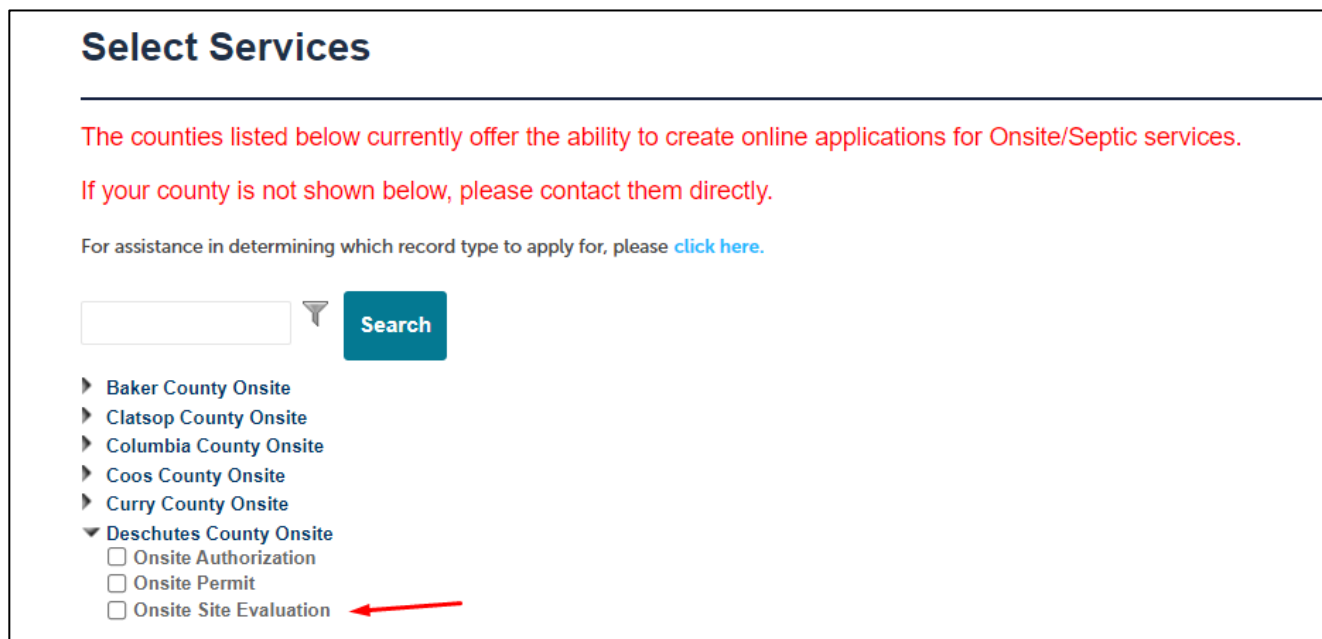
APPLICATION TYPE: SITE EVALUATION

Instructions

- Step 1.** Visit the Oregon ePermitting website (buildingpermits.oregon.gov)
- Step 2.** Log into your Oregon ePermitting account, if you do not have an account you will need to make one. Visit Deschutes.org/ePermittingFAQs to learn more about creating an account and associating licenses.
- Step 3.** Click on Apply then click on the Onsite/Septic Application link.



- Step 4.** Click on the Deschutes County Onsite Text and then click on **Onsite Site Evaluation**



Step 5. When prompted Search for the property address, when you locate the address click on the green select text. **FOR BEST RESULTS: To eliminate "Address Not Found", enter JUST the exact street number and a portion of the street name.** For example, enter *1234 pin* instead of *1234 Pine St, Bend*. When you select a valid address the parcel information and Owner – Read Only Information will automatically populate.

Onsite Site Evaluation

1 General Info	2 Services	3 Review
----------------	------------	----------

Step 1: General Info > Site Information

Address - Optional

For best results, search by Address first to populate the Address, Parcel, and Owner information.

* Street No.:

Direction:

* Street Name:

Street Suffix:

Street Type:

--Select-- ▼

--Select-- ▼

--Select-- ▼

Unit No.:

Unit Type:

--Select-- ▼

City:

State:

* Zip:

--Select-- ▼

Search

Clear

Step 6. Fill in any other necessary information such as the Applicant, Site contact, applicant , licensed professionals working on the job, other important contacts and any required information which will be marked with a red asterisk (*).



**COMMUNITY
DEVELOPMENT**

Step 7. Fill in the required fields:

a. Type of Application

- i. Select Commercial or Residential

b. Category of Construction

c. Site Ready for Inspection


Site Evaluation

SITE EVAL - GENERAL

* Type of Application
(Note Residential applies to single family dwellings only):

Residential Site Evaluation

--Select--
Commercial Site Evaluation
Residential Site Evaluation


 * **Category of Construction:**

--Select--

--Select--
Accessory Structure
Commercial
Industrial
Manufactured Dwelling
Mixed Use
Multi-family
Non-residential
Other
Residential
Single Family Dwelling
Townhouses
Two Family Dwelling

Category of construction - other description:

Business License:



* **Site Ready for Inspection:**

Yes No



COMMUNITY DEVELOPMENT

Step 8. You will need to upload supporting documents, see table below for document type and which category to select when uploading:

Required Document List

Document Type	Document Category	Required
Site Evaluation Application	Application Materials	<input checked="" type="checkbox"/>
Site Plan Review the Site Plan Requirements and Example Sheet as there are elements that need to be present on the Site Plan.	Site Plans	<input checked="" type="checkbox"/>

Step 9. Once your application has been submitted and deemed complete by staff, all applicable fees will be invoiced and ready for payment. **If your application is not complete, the permit technician will send you an email with the outlined missing elements of your application.**



**COMMUNITY
DEVELOPMENT**