



ePermitting Inspection Scheduling & Tracking Guide

To follow are a number of quick tips to help you navigate our ePermitting software to schedule and track inspection results. Our desire is for you to have a positive online experience. Please send any feedback that you may have to the Permit Center at permitcenter@cityofvancouver.us or contact Permit Center staff at 360-487-7802.

In order to access the City of Vancouver's ePermitting system a user account must be set up for you. Enrollment forms are available on the ePermitting site at <https://epermits.cityofvancouver.us/cdr/>. Once those are completed they can be faxed to 360-487-7808 or e-mailed to the Permit Center at permitcenter@cityofvancouver.us. *Please note that you will need to use the Internet Explorer browser to utilize this site.* Chrome, Firefox and other browsers will not work. If you are using Internet Explorer 10 you will need to use the Compatibility View.

To Login:

After you have submitted an enrollment form and have received back your login information, *before your 1st attempt to login you will need to **change your password**.* Follow the directions below to do so. If you do not do this you will not be able to login.

Click on the link next to [Forgot your password?](#)

Follow the prompts to change your password and then sign in with your new password.

CITY OF Vancouver WASHINGTON
Online Building Permit Center

[Contact Us](#)

[etrends](#)

[SUBMITS PUBLIC COMMENT FOR OPEN PLANS](#)

- If you have an account, enter your User Name and Password and click "Sign In". Otherwise click on "Sign in Anonymously". Signing in anonymously will only allow you to lookup applications.
- If you have an account but can't remember your password. [Click here](#).
- BE ADVISED, if this is your first time registering please contact the City of Vancouver Permit Center at (360) 487-7802 or email the epermits account request form to permitcenter@cityofvancouver.us to have a valid web account created for you. Download the [Account Request Form](#) here.

Sign In

User Name:

Password:

Remember me on this computer

Or

Forgot your password? [Click here](#)

Looking up an Application:

To schedule an inspection you must first lookup your application (also known as your permit) by completing the following steps.

Click on [Lookup](#)



Click on [Building Permit](#)



To Lookup by Address:

If you don't have the application number, then after clicking on [Lookup](#), arrow over, click on [Building Permit](#) and then click on [Lookup by Address](#).



CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in [My Cart](#)

My Account
[Sign Out](#)

Applications
[Building Permits](#)
[Planning](#)
[Use Permits](#)
[Project](#)

Pay Fees
[My Permit Fees](#)
[My Plan Fees](#)
[My Use Permit Fees](#)
[My Project Fees](#)

Public Comment
[Plans Open for Comment](#)

Lookup ▶
Lookup your Building Permit by check the status of your application by applicant name, [Project](#)

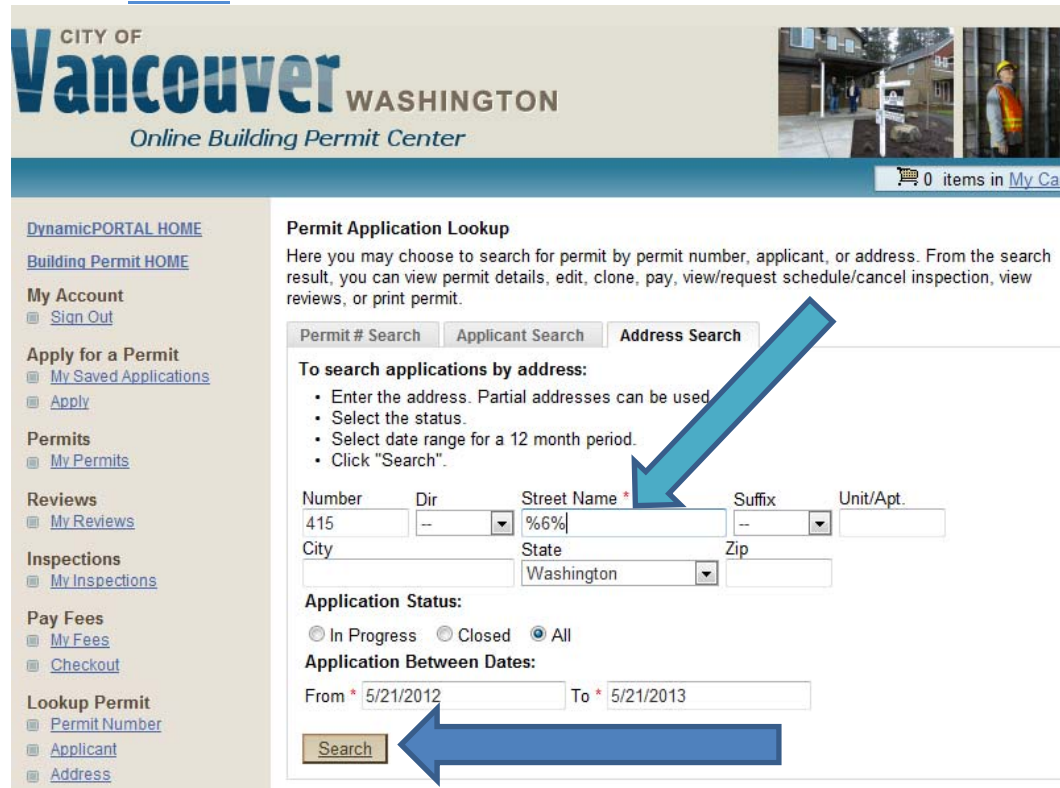
Building Permit ▶
[View all my Permits](#)
[Lookup by Permit Number](#)
[Lookup by Applicant Name](#)
[Lookup by Address](#)

Apply ▶
To apply for a Building Permit or Planning Application you will need to provide information such as the type of application, site location, and specific details regarding your application. Once your application is successfully submitted and received, you will receive a confirmation.

Pay Fees ▶
Pay fees for your Building Permit or Planning Applications. Online payments can be made with Visa or Mastercard.

Address searches work best using a wildcard. Also remember that less is more. Enter the street address in the Number Block and use a % before and after the street name. Avoid adding any letters with a numbered street. See example below.

Click on [Search](#)



CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in [My Cart](#)

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)
[Checkout](#)

Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search Applicant Search **Address Search**

To search applications by address:

- Enter the address. Partial addresses can be used.
- Select the status.
- Select date range for a 12 month period.
- Click "Search".

Number Dir Street Name * Suffix Unit/Apt.
415 -- %6% --

City State Zip
Washington

Application Status:
 In Progress Closed All

Application Between Dates:
From * 5/21/2012 To * 5/21/2013

[Search](#)

The results of a search by address without any other qualifiers selected may return several pages of possible permits. To sort re-order the results by clicking on the word [Type](#). This will alphabetize the Type column.

CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in My Cart

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)
[Checkout](#)

Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search Applicant Search Address Search **Lookup Result (21)**

Permit #	Type	Address	Actions
CMI-1000	Commercial, Ind & Multi-Family	123 TEST AVE TEST, WA 98765	Summary
RES-1001	Residential	123 TEST AVE TEST, WA 98765	Summary
MPE-1002	Mech Plumb Elec Permit	123 TEST AVE TEST, WA 98765	Summary
DMO-1003	Demolition	123 TEST AVE TEST, WA 98765	Summary
FRI-1004	Fire Review and Inspection	123 TEST AVE TEST, WA 98765	Summary

1/234

To create a printable report of the search result [Click here](#)

You can now page through to find the group of applications similar to the type (CMI, RES, MPE) that you are looking for. Clicking on Summary under the actions column will give you a general view of the application details including the description of work. If you only have the summary available under actions then you are not associated as a contact on the application. You will need to contact the Permit Center to be associated to the application if you need to access inspections or pay fees on the application.

CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in My Cart

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search Applicant Search Address Search **Lookup Result (3)**


Permit #	Type	Address	Actions
MEC2012-00407	Mech Plumb Elec Permit	3115 SE SILVER SPRINGS DR VANCOUVER, WA 98683	Summary
GRD2012-00059	Site Development Permit	3115 SAINT JOHNS BLVD VANCOUVER, WA 98661	Summary Inspections Fees
RES2012-00417	Residential	3115 SE SILVER SPRINGS DR VANCOUVER, WA 98683	Summary

To create a printable report of the search result [Click here](#)

Pull Up Available Inspections:

Now that you have located your application, Under **Actions**, Click on [Inspections](#).

PLEASE NOTE: There can be lengthy processing times between selections due to the volume of data being queried. Allow the system to finish processing before making another selection. Failure to do so may freeze the system. If the system freezes, you will need to close the page and log back in.



CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in My Ca

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)
[Checkout](#)

Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Permit # Search | Applicant Search | Address Search | **Lookup Result**

Permit #	Type	Address	Actions
RES-1024	Residential	123 TEST AVE TEST, WA 98765	Summary Reviews Inspections Fees Print Permit

To create a printable report of the search result [Click here](#)

All inspections that might be needed are associated with a permit. Inspection lookup results may return several pages of inspections in various stages. To help find the inspection needed, re-order the results by click on the word [Description](#). This will alphabetize the [Description](#) column.

Most final inspections will not be available for scheduling until all preliminary inspections are resulted as Approved or N/A by the inspector.

To schedule, Click on [Request Inspection](#)

Permit Application Lookup

Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Summary | Reviews (10) | **Inspections (89)** | Fees (18)

Insp #	Description	Scheduled Date	Status	Actions
590508	Groundwork Plumbing			Request Inspection
556254	Hold Downs and Embedments		N/A	Inspection Details
572403	Hold Downs and Embedments		CORRECTION	Inspection Details
572404	Hold Downs and Embedments		N/A	Inspection Details
573665	Hold Downs and Embedments	4/20/2013	CORRECTION	Inspection Details

6 7 8 9 10 ...

Click on the date that you want the inspection. Holidays will seem to appear as available however the system will give you an error message if you attempt to schedule.

In [Comments](#) please add the following:

1. Contact Name
2. Contact Phone Number
3. Any information that the inspector will need to complete the inspection

Click on [Request Inspection](#)

Summary Reviews (10) Inspections (89) Fees (18) **Request Inspection**

Request Inspection Details

Today's Date/Time: 5/21/2013 11:09:01 AM

To modify this inspection, follow the instructions below.
You may schedule an inspection within the next 5 business days.
You may not request a same day inspection after 6:59 AM.

1. Select the 'Requested Date' desired
2. Enter Inspection Comments
3. Click the "Request" button

Inspection Information:

Permit Number: RES-1024
Inspection Number: 590508
Inspection Type: Groundwork Plumbing
Requested Date:

May 2013						
Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Comments:

Request Inspection

To print a confirmation, click on [Printer Friendly](#) and a new window will open, click [Print](#)

To schedule another inspection on the *same* permit, click on the tab for **Inspections (9)** (note that this number is unique to each permit)

To schedule an inspection on another permit, click on [Permit Number](#) under Lookup Permit in the left column.

CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in My Cart

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)
[Checkout](#)

Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

Permit Application Lookup
Here you may choose to search for a permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Summary | **Inspections (9)** | Fees (3) | Request Inspection

Inspection Request Confirmation

Inspection for Permit #: DMO-1021
This is a confirmation that your inspection has been requested.

Inspection Summary
Inspection Number: 568966
Inspection Type: Erosion Control
Requested Date: 5/28/2013
Comments: Bill Contractor 360-123-4567 Gate Code is 5423 Completed work in garage

[Printer-Friendly](#)

[Back to Search Results](#)

https://epermits.cityofvancouver.us/CDR/BuildingPermits/Lookup.aspx?PID=LRXEE4zL02K+73Pdt/xCXND - Windows Inte...

File Edit View Favorites Tools Help

Convert Select

Favorites Home Feeds (1) Read Mail Print Page Safety Tools Help

[Print | Close](#)

Inspection Request Confirmation

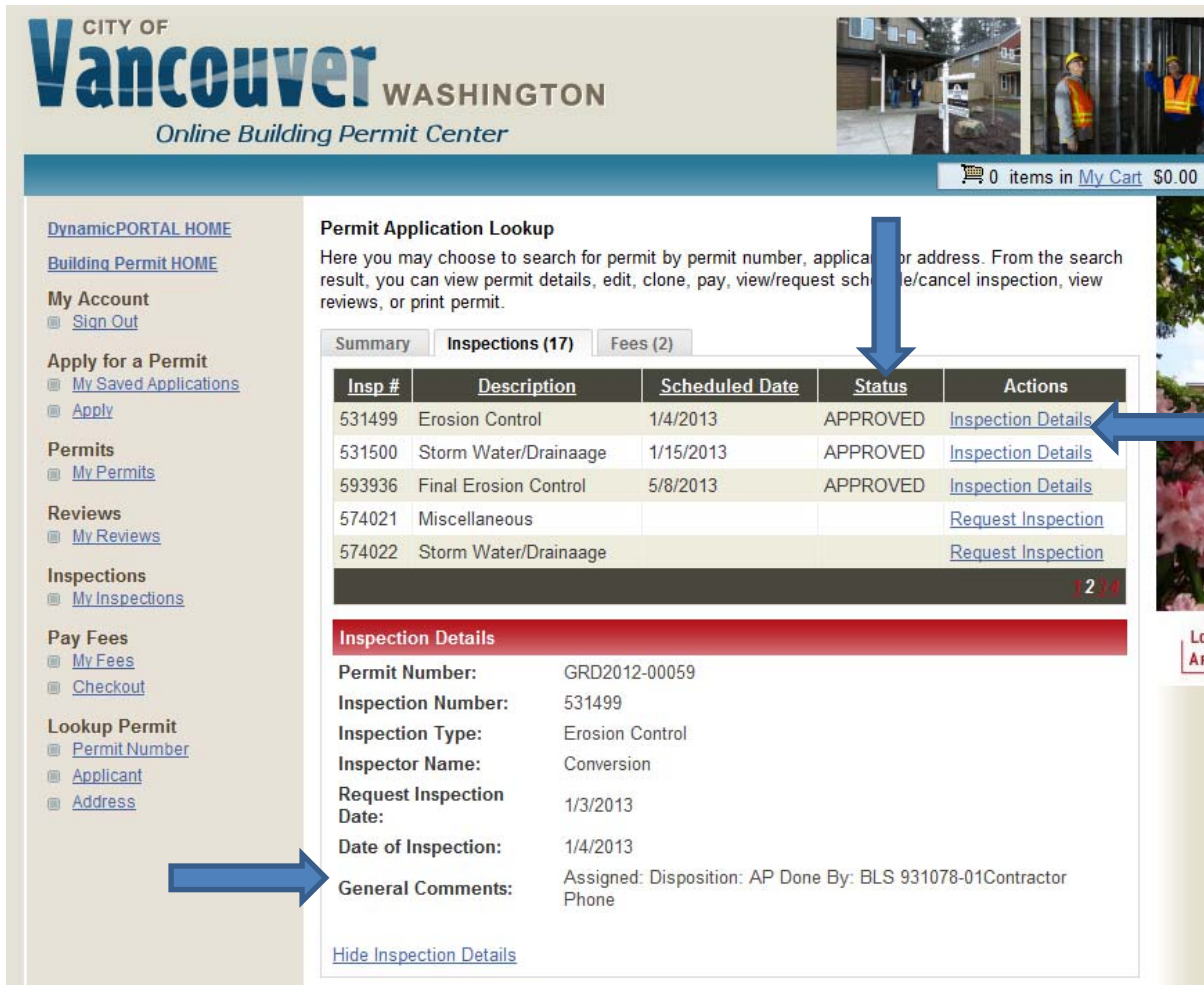
Inspection for Permit #: DMO-1021
This is a confirmation that your inspection has been requested.

Inspection Summary
Inspection Number: 568966
Inspection Type: Erosion Control
Requested Date: 5/28/2013
Comments: Bill Contractor 360-123-4567 Gate Code is 5423 Completed work in garage

Obtain Inspection Results:

To look up inspection results locate your application (as outlined in this document) and click on Inspections under actions to pull up all available inspections (as you would if you were to schedule). Locate your inspection. Sorting by [Description](#) or [Scheduled](#) may be useful. To do so click on either of those underlined words.

The status column will have the overall result. Click on [Inspection Details](#) under Actions to view more detailed inspection results. Any notes that the inspector might have entered would be under the General Comments section of the Inspection Details.



CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in My Cart \$0.00

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)
[Checkout](#)

Lookup Permit
[Permit Number](#)
[Applicant](#)
[Address](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, application number or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Summary | **Inspections (17)** | Fees (2)

Insp #	Description	Scheduled Date	Status	Actions
531499	Erosion Control	1/4/2013	APPROVED	Inspection Details
531500	Storm Water/Drainage	1/15/2013	APPROVED	Inspection Details
593936	Final Erosion Control	5/8/2013	APPROVED	Inspection Details
574021	Miscellaneous			Request Inspection
574022	Storm Water/Drainage			Request Inspection

2 / 1

Inspection Details

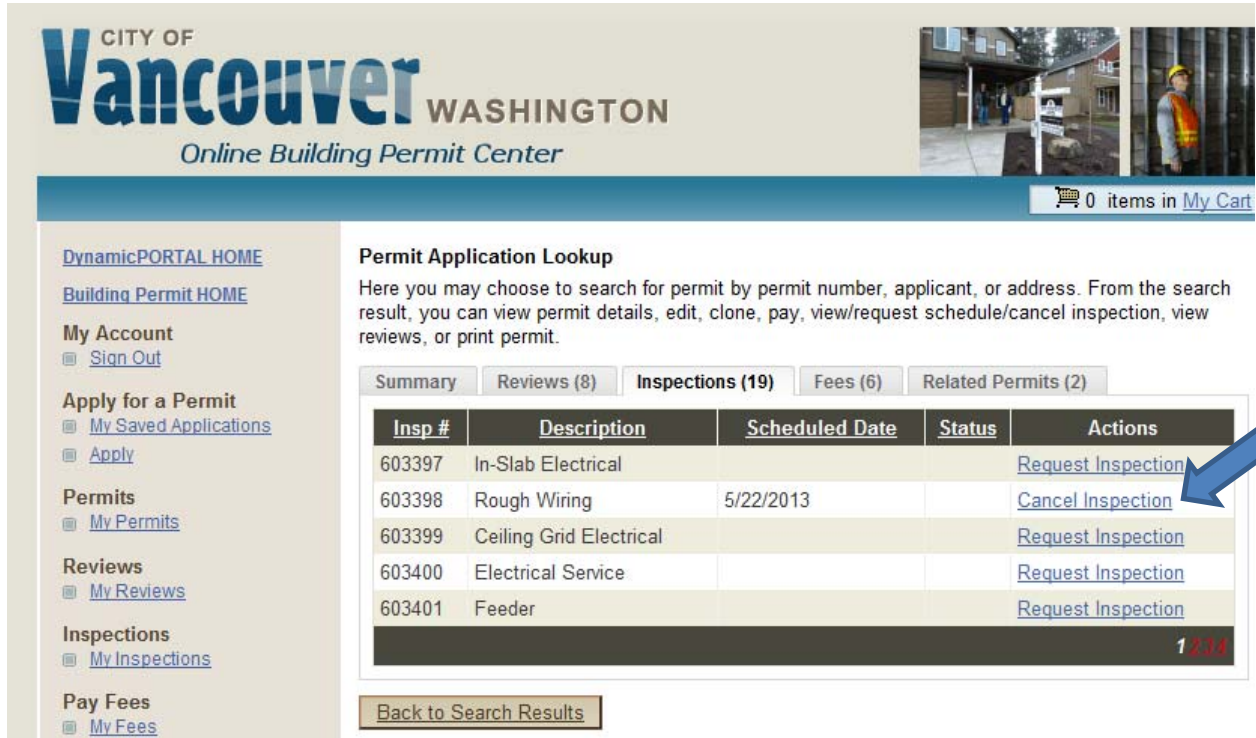
Permit Number: GRD2012-00059
Inspection Number: 531499
Inspection Type: Erosion Control
Inspector Name: Conversion
Request Inspection Date: 1/3/2013
Date of Inspection: 1/4/2013
General Comments: Assigned: Disposition: AP Done By: BLS 931078-01Contractor Phone

[Hide Inspection Details](#)

Cancel Inspections

To cancel an inspection locate your application as outlined in this document and click on Inspections under actions to pull up all available inspections (as you would if you were to schedule). Locate your inspection. Sorting by [Description](#) or [Scheduled](#) may be useful. To do so click on either of those underlined words.

Under actions, Click on [Cancel Inspection](#).



CITY OF Vancouver WASHINGTON
Online Building Permit Center

0 items in My Cart

[DynamicPORTAL HOME](#)
[Building Permit HOME](#)

My Account
[Sign Out](#)

Apply for a Permit
[My Saved Applications](#)
[Apply](#)

Permits
[My Permits](#)

Reviews
[My Reviews](#)

Inspections
[My Inspections](#)

Pay Fees
[My Fees](#)

Permit Application Lookup
Here you may choose to search for permit by permit number, applicant, or address. From the search result, you can view permit details, edit, clone, pay, view/request schedule/cancel inspection, view reviews, or print permit.

Summary | Reviews (8) | **Inspections (19)** | Fees (6) | Related Permits (2)

Insp #	Description	Scheduled Date	Status	Actions
603397	In-Slab Electrical			Request Inspection
603398	Rough Wiring	5/22/2013		Cancel Inspection
603399	Ceiling Grid Electrical			Request Inspection
603400	Electrical Service			Request Inspection
603401	Feeder			Request Inspection

[Back to Search Results](#)

Once cancelled, the inspection will be made available on the application again for rescheduling.