



Ready to join Quick Permits? This guide summarizes the steps it takes to participate in Quick Permits.

✓ **Request to participate in Quick Permits**

Jurisdictions interested in participating in Quick Permits can contact Pat Allen ([Patrick.Allen@state.or.us](mailto:Patrick.Allen@state.or.us)).

✓ **Create an address data file**

A key element of Quick Permits is the address locator tool. Jurisdictions provide a text file of addresses for which the building department provides services, indicators for each permit type (currently the site is limited to over-the-counter electrical, plumbing and mechanical permits) and for permit types handled for each address. DCBS assigns a secure FTP site to submit files.

✓ **Contract with e-pay vendor (US Bank) and receive training**

Quick Permits uses an e-payment system called ViaKlix, through US Bank. Each jurisdiction sets-up a ViaKlix account and contracts for the costs involved in processing credit card charges.

Once a ViaKlix account is established with US Bank, responsible staff attends a training course outlined by NOVA NETWORK, which administers the ViaKlix Web solution. The training explains various functions needed to use this e-commerce web application.

✓ **Provide fee schedules for each permit type**

Because each jurisdiction has unique fees associated with its services, jurisdictions provide DCBS with a fee schedule for each service provided online.

✓ **Test the site**

Once all of the above steps are completed, a jurisdiction is ready for testing. At this time, the jurisdiction should develop office procedures and train staff to support applications arriving through the website.

After testing, when the jurisdiction is ready to “go-live,” the address data that is in the DCBS database must be refreshed.

When satisfied that all fees, contact information, and processes are accurate and everything is working to satisfaction, a jurisdiction is added to BuildingPermits.Oregon.gov “live” site, ready to accept its first e-permit.