

# How to Apply for a Permit

The City of Troutdale has moved its permitting system to our online Citizen Self Service (CSS) portal. This portal is a one-stop shop where you can apply for permits, schedule inspections, pay invoices, receive fee estimates, and more. To learn more about the portal and application process, please continue reading. Otherwise [click here to visit the CSS portal](#).

**NOTE: If you are unsure what kind of permit you need or whether you need a permit at all, or if you just have any general questions, please contact** comdev [at] troutdaleoregon.gov (subject: Permit%20application%20question) () **or call (503) 674-7229. If you are seeking a permit for a community event, special event, or an event of citywide interest, please see our [Special Events Permit Page](#).**

## To apply for a permit, follow these steps:

**Step 1:** [Click here to sign up for an account](#) in our system. This will allow you to easily track the progress of your request.

**Step 2:** Once you have an account, use the [Application Assistant](#) or click on the "Apply" tab to see a full list of available permits and select the permit you are looking for.

**Step 3:** After you submit your permit application, you will receive confirmation and any further instructions. If you have any questions, please contact comdev [at] troutdaleoregon.gov (subject: Permit%20application%20question) or call (503) 674-7229.

Below are a few examples of common projects that require permits, broken out by group:

### Building Permit Application

A building permit is required to construct, enlarge, alter, move or demolish any residential or commercial (non-residential) structure. Some examples include but are not limited to:

- Adding an addition, room or accessory dwelling unit
- Adding or removing a carport, garage or a shed more than 200 square feet in area or over 10 feet in height
- Cutting a new window or door opening, or widening existing openings

- Moving, removing or adding walls
- Building a deck or patio cover

Please note that although they are often grouped together, building permits are technically different from electrical, mechanical, and plumbing permits, which are also known as "trade permits" or "specialty permits." You can find a list of trade permits further down this page.

### **Demolition Permit Application**

A demolition permit is required for the complete removal of a structure. Partial demolition jobs are handled differently depending on the scope of the work.

### **Electrical Permit Application**

An electrical permit is required for several types of work that require electrical service. This includes for new, different, expanded, or temporary services for both residential and commercial properties. Permits are required for new construction, service changes, alteration, remodels, or repair.

### **Mechanical Permit Application**

A mechanical permit is required for several types of work that involve a mechanical system. Examples include but are not limited to HVAC, fireplaces and chimneys, and exhaust systems.

### **Plumbing Permit Application**

A plumbing permit is required for several types of work that involve the installation or modification of plumbing fixtures and devices. Examples include but are not limited to fixtures, large appliances, sinks, tubs and showers, toilets, and water heaters.

### **Tree Permit Application**

You need a permit if you wish to plant, remove or replace a street tree. Please review the City's list of [recommended street trees](#).

## **Chicken Permit Application**

The City has adopted standards for keeping chickens on residential properties. Before you apply for a permit, please review our [Keeping Chickens](#) page. If you have additional questions, please call Community Development at (503) 674-7229.