Helpful information to begin using this guide:

Your system administrator is the key person in your jurisdiction given the responsibility for updating many of the fields for your organization in the Local Building Department Directory. Other staff can be added as editors to the directory, but need to be given a log in id from this key person in order to change entries in the directory.

The Home tab (screen) is where you can change your email address, password and choose the jurisdiction.

The Admin tab is only accessible to the system administrator. It deals with types of permits, online statements, related links and maintaining users.

The Office tab is for changing the address, phone numbers and email addresses of your office location, including branch offices.

The Staff tab is for adding and changing office staff information for jurisdictions. Each branch office has its own tab for adding new staff.

The Job Site Address tab is where you can modify and add addresses or tax lot numbers that are within your jurisdictions authority.
Logging in

To begin, open the Local Building Department Directory application located at the following address:  http://www4.cbs.state.or.us/exs/bcd/dor_juris

Login Screen Fields

The login screen contains the fields you will need to enter in order to gain access to the system

User ID
You will have your own user id, which has been assigned to you by your system administrator. Your system administrator will also be required to assign your current email address. Both the user id and email address are unique names to the system, meaning no other user can use them. Contact your system administrator to set you up an account.

Password
Your password is originally set up by your system administrator as 12345. The first time you log into the system you will be asked to change your password.

User ID or Email
This field is where you would type in your user id or email address when you have forgotten your password. If your information is located in the system, once you click the Remind Me button, an email will be sent directly to you with all your login information.

Logging into the system

In the User ID field enter your login id provided to you by your system administrator.
In the Password field, enter your password.

Click Login to log into the system.
The Home Screen

Once you have successfully logged into the system, you will be directed to the Home tab. This is the default start page for every user. It will remain the only tab visible until a jurisdiction name is chosen (see below).

Home Screen Fields and Controls

Jurisdiction Name
Next to this title you will see a jurisdiction name. It will be blank until you actually choose a jurisdiction (see below). The placement of this title will stay consistent throughout the application for your reference.

User Name
Next to this title you will see your first and last name. This will also remain in the same location throughout the application for your reference.

Log Out
This link will log you out of the system. It will remain in this same location throughout the application.

Change Your Email Address
This is a link that opens a new page where you can change your email address.

Change Your Password
This is a link that opens a new page where you can change your password.

Choose a Jurisdiction
A drop down list is provided which contains a list of jurisdiction names. The names displayed are only the names your system administrator has assigned to you. In order to continue in the application at this point, a jurisdiction must be selected.

Changing your Email

The Current Email Address is a display of your current email address. In the New Email Address field, type in your new email address. In the Verify Email Address field, re-type your new email address for verification.

Click on Save Email Address to save your new email address.
**Changing Your Password**

In the **Old Password** field, type in your old password.

In the **New Password** field, type in your new password.

In the **Verify Password** field, re-type your new password.

Click **Save** to commit your new password.

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**Choosing a Jurisdiction**

Click on the **Choose a Jurisdiction** field and select the desired jurisdiction name.

Click the **Continue** button.

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Once a jurisdiction has been selected, an additional set of tabs will appear to the right of the Home tab. These tabs can include:

- **Admin**
- **Office**
- **Staff**
- **Job Site Address**

Each of these tabs functions will be described in detail in the sections below.

*Note: The Admin tab will only be displayed to LBDD Administrators.*
The Admin Screen (only available to LBDD Administrators)

*Admin Screen*

The Admin tab contains a set of tabs within itself. These tabs can include the following:

- **Permits**
- **Online Statements**
- **Related Links**
- **Maintain Users**

*Permits Screen Fields and Controls*

Permits sold by the jurisdiction are entered on this screen.

- **Add New Permit**
  This is a button that when clicked expands the screen, which allows you to input a permit.

- **Existing Permits**
  If any permits have been added for this jurisdiction, the permit’s name will display as links. When you click on them, the form will expand and allow you to edit the selected permit.

- **Permits**
  This drop down list contains all the permit types that have been entered into the system for all jurisdictions.

- **All Services**
  This is a check box to show whether or not the jurisdiction provides “all services” for a selected permit type.

- **Sells Online**
  This is a check box to show whether or not the jurisdiction provides “online service” for a selected permit type.

- **URL Location For Paper Forms**
  This is the local jurisdiction’s URL address where the paper form for the selected permit type can be viewed and printed from.

- **Save Permit**
  This is a button that saves the selected permit, all services, sells online and URL location for paper form information.

- **Create A New Permit Type Here**
  This field is used to create a new permit type that does not exist already in the system. When a new permit type is created here, it will be added to the list that displays in the **Permits** dropdown box.
Entering Data Into The Permits Screen

Click **Add A New Permit** to expand the form.

Select a permit type from the **Permits** drop down list. Please note that only the permits that are not already selected for this jurisdiction will display in the drop down list. If the permit type you wish to add is not in the drop down list, and it’s one that you don’t already have assigned, you can add the desired permit to the system. To add this, input the name of the permit in the **Create A New Permit Type Here** field and click on **Create New Permit Type**.

This will add and display the new permit type in the **Permits** drop down list.

Check the **All Services** check box if applicable for this permit type.

Check the **Sells Online** check box if applicable for this permit type.

Fill in the **URL Location For Paper Form** field with the correct URL address for this permit type. Begin the URL with http://.

To commit this permit to the system click the **Create New Permit Type**.

Your new entry will then display as a link under the **Existing Permits** label.
Online Statements Screen Fields
Provides a generalized statement specific to each jurisdiction, and to every permit a jurisdiction sells. BCD and local jurisdiction administrators only are allowed to enter this information. The page defaults to the jurisdiction statement.

Jurisdiction/Permits
Under this heading, there will be menu list of links. The menu list will always begin with jurisdiction and be followed with all the permit types. An example would look like the following:

- Jurisdiction
- Electrical
- Mechanical
- Plumbing
- Structural

Online Clarification Statement
This is an online text editor that will allow you to type in a statement and format it the way you like. The statement is will be specific to the link provided on the left side of the screen. This again will be a statement for the jurisdiction or a permit type. The text editor will open up empty if no statement has been provided.

Entering Online Statements
Click on the desired link under the navigation menu on the left side of the form labeled Jurisdiction/Permits.

Enter a statement related to the link you just clicked within the text editor under the Online Clarification Statement. The text editor is designed to allow a limited formatted statement by using the tools located on the top portion of the editor. Once the statement is complete click Save Statement.
Related Links Screen Fields and Controls

This is where additional links to web pages that prove to be useful for contractors when buying a permit can be added. Only BCD and local jurisdiction administrators have access to this page.

Click On Related Link To Edit
Under this heading, will be a list of any additional links that you have added to the system. The system has been set up to include two related links already, these being links to the Oregon State Fire Marshal and Permits Plus. Test links are also provided to ensure accuracy of entry of the URL.

Add A New Link
This button expands the form and displays data entry fields for a new related link.

Link Description
This will be the name of the related link. Make sure to name it something that will simply define the link. This is a required field.

URL
This is the URL address for the new related link.

Add Link
Clicking this button will add the new related link. Once added it will display in the list of related links under the Click On Related Link To Edit heading.

Delete This Link
This button only appears when in edit mode. It will remove the link being edited from the system.

Adding Related Links
Click on Add A New Link

In the Link Description field, type in a descriptive name. This field is required. In the URL field, type in the URL address. Begin with http:// This field is required. When both the Link Description and URL fields are completed, click on Add Link.
Modify Related Links

Click on the descriptive name located under the heading **Click On Related Link To Edit**.

Make any changes to either the **Link Description** or **URL** fields. Both are required.

To delete the link being modified click on the **Delete This Link** button.

To save changes, click on **Save Changes**.
Maintain Users Screen Fields and Controls

The maintain user screen is where BCD and local jurisdiction administrators, administer users to the system. BCD administrators will have rights to assign BCD administrators, jurisdiction administrators, and jurisdiction users. Jurisdiction administrators will have rights to add jurisdiction administrators and jurisdiction users within their jurisdictions.

Click On User Name To Edit
This is a link that displays all existing users for a given jurisdiction. The link allows you to modify the users information.

Add A New User
This is a button that expands the form and provides additional fields for entering a new user.

Add Existing User
This is a button that expands the form and provides additional fields for adding an existing user from another jurisdiction.

First Name
This is the first name of the user being added to the system.

Last Name
This is the last name of the user being added to the system.

Login Id
This is a login id that will be assigned to you by your system administrator. Each login id must be unique within the system.

Email
This is the email address for the user being added to the system. Email addresses can’t be shared so each user must have their own unique email address.

Description
This is a role description for the user being added to the system. There are three main roles, BCD Admin, Jurisdiction Admin, and Jurisdiction User.

User Info
This is a drop down that will display a list of all existing user names with email addresses that exist in the system. This is made available so that a person can be assigned as a user to multiple jurisdictions. It will only be visible when adding an existing user.

Note: When a new user is added or an existing user has any modifications made to it, an email is sent out to the user describing any additions or changes made.
Add A New User

Click on Add New User
This will expand the form.

Enter the First Name of the new user. This field is required.

Enter the Last Name of the new user. This field is required.

Enter a Login Id. This has to be unique to the system. If you enter an id that already exist, the system will notify you and require you to choose a different id. This field is required.

Enter a valid Email address. The email address can’t be used by any other user. If you enter an email address that is already in user, the system will notify you and require you to choose a different email address. This field is required.

Select a Description from the drop down list. This defines the role of the user with in the system. This field is required.

To commit this user to the system, click on Add User

Add An Existing User

Click on Add Existing User to expand the form.

Select an existing user from the User Info drop down menu. This field is required.

Select a Description from the drop down list. This defines the role of the user with in the system. This field is required.

To commit this user to the system, click on Add This User
Modify An Existing User

Click on the name of the user you wish to modify. This is located under the heading of **Click On User Name To Edit**.

Modify if applicable the **First Name** of the new user. This field is required.

Modify if applicable the **Last Name** of the new user. This field is required.

Modify if applicable the **Login Id**. This has to be unique to the system. If you enter an id that already exist, the system will notify you and require you to choose a different id. This field is required.

Modify if applicable the **Email** address. The email address can’t be used by any other user. If you enter an email address that is already in user, the system will notify you and require you to choose a different email address. This field is required.

Modify if applicable the **Description** from the drop down list. This defines the role of the user in the system. This field is required.

To commit changes to the system, click on **Save Changes**.
Modify Office Locations

Office Screen Fields And Controls
This screen is designed to input the primary physical address, any additional branch office addresses, phone numbers and email information that is collected.

Click On An Office Address To Edit
This displays the office address as a link and is used to make modifications.

Add A New Office
This is a button that when clicked expands the form and displays data entry fields for adding an office address.

Primary Address
This is a check box that marks if the address being added is the primary physical address of the office building.

Address 1
This is the physical address of the office building.

Address 2
This is an additional address that may be related to the physical address.

City, State & Zip
The city, state & zip code where the physical building resides.

Phone
This is the main contact phone number for the office.

Fax
This is the official fax number for the office.

Cell
If the office has a cell phone number, it is represented here.

Pager
If the office has a pager number, it is represented here.

Office
This is the official email address for the office.

Alternate
If the office has any additional email addresses they are represented here.

Save Office
This is a button that saves all the office information into the system.
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Save Changes
This is a button that displays during the modification process of an office address. It will save any changes that are made.

Delete This Office
This is a button that displays only during the modification process of an office address. It will delete an office address from the system.

Add New Office Address
To begin, click on Add A New Office which will expand the form for data entry.

If this address is the Primary Address, make sure to check the box to indicate this. Only one primary address is allowed per jurisdiction.

In the Address 1 field, input the physical address number and street name along with any other relevant information that pertains to address 1. This field is required.

In the Address 2 field, input any addition address information not included in address 1.

Fill in the City, State, and Zip code. All three of these fields are required.

In the Phone field, input the area code, prefix, and suffix. These are all required. The extension number is optional.

When applicable, input the area code, prefix and suffix and extension for the Fax, Cell, and Pager. These fields are not required.

When applicable, input the Office and Alternate email addresses. These both are not a requirement.

To save your new office, click on Add Changes
Modify An Existing Office Address

Click on the office address link that you wish to modify. The link will be located under the heading **Click On An Office Address To Edit**

If this address is the **Primary Address**, make sure to check the box to indicate this. Only one primary address is allowed per jurisdiction.

In the **Address 1** field, input the physical address number and street name along with any other relevant information that pertains to address 1. This field is required.

In the **Address 2** field, input any addition address information not included in address 1.

Fill in the **City**, **State**, and **Zip** code. All three of these fields are required.

In the **Phone** field, input the area code, prefix, and suffix. These are all required. The extension number is optional.

When applicable, input the area code, prefix and suffix and extension for the **Fax**, **Cell**, and **Pager**. These fields are not required.

When applicable, input the **Office** and **Alternate** email addresses. These both are not a requirement.

To delete this office, click on **Delete This Office**

To save your changes to this office, click on **Save Changes**
Staff Screen Fields And Controls
This screen is designed to input and/or modify staff assigned to individual offices. There must be at least one office added prior to adding any staff. Within the staff screen, each office assigned to this jurisdiction will have its own tab for adding new staff members. It will default to the primary office address.

Click On A Staff Name To Edit.
This displays the office address as a link and is used to make modifications.

Add A New Staff
This is a button that when clicked expands the form and displays data entry fields for adding a new staff person.

First Name
This field represents the persons first name. It is a required field.

Last Name
This field represents the persons last name. It is a required field.

Jurisdiction Staff Description
This field is used to describe the staffs working title. This field was provided so that each jurisdiction could input their standard descriptions. This is a required field.

Show This Staff Online
This is a check box that when checked, means that you want this staff to show up on the website.

Phone
This is the main contact phone number for the staff person.

Fax
This is the main fax number for the staff person.

Cell
This would be a main cell phone number assigned to the staff person.

Pager
This would be a main pager number assigned to the staff person.

Office
This would be the staff persons official email address.

Alternate
This would be an alternate email address assigned to the staff person.

Save Staff
This is a button that saves all the staff information into the system.
Save Changes
This is a button that displays during the modification process of any staff persons. It will save any changes that were made.

Delete This Staff
This is a button that displays only during the modification process of a staff person. Building officials cannot be deleted from the system, but can be modified. Any other staff type can be deleted with this button.

Add New Staff
To begin, click on the address tab that you wish to add staff for. If there is only one office address assigned to the jurisdiction it will default to that tab.

Click on Add A New Staff which will expand the form for data entry.

Enter in the First Name of the staff person.

Enter in the Last Name of the staff person.

In the Jurisdiction Description field, enter in the working title of the staff person.

If you want to Show This Staff Online click on the check the box to activate.

In the field, input the area code, prefix, and suffix.

When applicable, input the area code, prefix and suffix and extension for the Phone, Fax, Cell, and Pager. These fields are not required.

When applicable, input the Office and Alternate email addresses. These are not a requirement.

To save your new office, click on Save Staff
**Modify Existing Staff**

Click on the staff name link that you wish to modify. The link will be located under the heading **Click On An Staff Name To Edit**.

The form will expand and pre-populate the fields that have already been added for the selected staff. Modify any of the fields as applicable.

While in modification mode, you will have the option to delete the selected staff person. To do so, click **Delete This Staff**.

To save all changes to the system, click **Save Changes**.
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Job Site Address Screen
This screen contains within itself three additional screens. Within these screens are the ability to add new addresses, modify programs for a particular address and update a map tax lot with an address.

Add Address Screen Fields
The add address screen allows jurisdictions to add an address that is currently not in the system for the purpose of buying a permit online.

Number & Sub Number
This is the address number and sub number. (ex. 1234 ½)

Unit Type & Number
Addresses may contain multiple instances of building/complex type. Record each instance of building/complex type with its corresponding building/complex number when appropriate. Examples would be like APT 6 or SHOP 3A.

Direction Prefix
Directional prefix for the street, such as N, NE, E, etc. You will notice that a dropdown list is provided.

Street Name
The name of a street. Can be alpha or numeric such as Main, First, 17th, etc.

Street Type
This identifies the type of street such as drive, street, lane, etc. You will notice that a dropdown list is provided. You will notice that a dropdown list is provided.

Direction Suffix
Directional suffix for the street, such as N, NE, E, etc. You will notice that a dropdown list is provided.

City & Zip
This is the city and zip code of the address.

County
This is the county in which the address resides. You will notice that a dropdown list is provided.

Map Tax Lot
This is the parcel code that represents the section, subsection, block, lot, and sub lot. A new address can consist of just a map tax lot, however, you will also need to provide both a city and zip code.

Electrical, Mechanical, Plumbing & Structural
These are check boxes that represent which programs are sold on line.
Add New Address

In the Number and Sub Number fields input in your address info. The Number field is required.

Input any Unit Type & Number fields when applicable.

Choose a Directional Prefix from the drop down list provided. Enter a name in the Street Name field. This is a required field.

Select a Street Type from the drop down list provided.

Choose a Directional Suffix from the drop down list provided.

Fill in the City and Zip code fields accordingly. These are always required.

Select a County from the drop down list provided.

Input your Map Tax Lot id.

Turn off or on Permit types sold online for this address by clicking on the check boxes provided.

Click on Save Address
Modify Programs Per Address Fields & Controls
This screen is used to look up an address so that any electrical, mechanical, plumbing or structural program that is associated with an address can be turned on or off at the discretion of any jurisdictions.

Load Street Names Beginning With
This list of 1-99 and A-Z represents the first number or letter of a street name and is provided so that the one can look up a street name quickly and not have to rely on typing the exact spelling of a street.

Street Name
This is a drop down list that is populated with street. This field becomes visible after a street name search (above) has been performed. This is a required field.

Address
This is a drop down list that is populated with street numbers related to the street name selected from the Street Name field. It will create a new list of addresses after each selection of a street name. This is a required field.

Show Permits
This is a button that pulls the electrical, mechanical, plumbing, and structural permits online status pertaining to the selected address. When clicked, it expands the form and displays the status of each of the permits with a check box.

Update Permit Types For Address
This is a button that updates any changes that may have been made to the permit status.

Update Permits
Search for a street name by clicking on 1-99 or a letter A – Z.

If any street names are found, they will display in the Street Name drop down list. Select the desired street name.

Select an address from the Address drop down list. This list of addresses will only represent addresses found in the system related to the chosen street name.

Change any of the check boxes on the available permits.

Click Update Permit Types For Address
Update Map Tax Lot With Address Fields & Controls

This screen is used to update an existing map tax lot with address information.

**Input Map Tax Lot Number**

This is the parcel code that represents the section, subsection, block, lot, and sub lot.

**Search**

This is a button that when clicked queries against that address table to see if a matching map tax lot is found. If a match is found, the form will expand and the map tax lot will display as a link. The link will then take you back to the Add Address screen where you can input the address.

**Update Map Tax Lot**

Input your map tax lot into the **Input Map Tax Lot Number** field.

Click on **Search**

If a map tax lot is identified in the system, and is available for update, click on the map tax lot link. You will now be on the **Add Address** screen and the map tax lot will auto fill to the proper field. Complete the form with applicable address information.

If a map tax lot is found, but has already been assigned an address, the system will notify you. There may be times that a map tax lot will be assigned to multiple addresses. If this is the case, the system will display all address records found during the search process for your review.
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