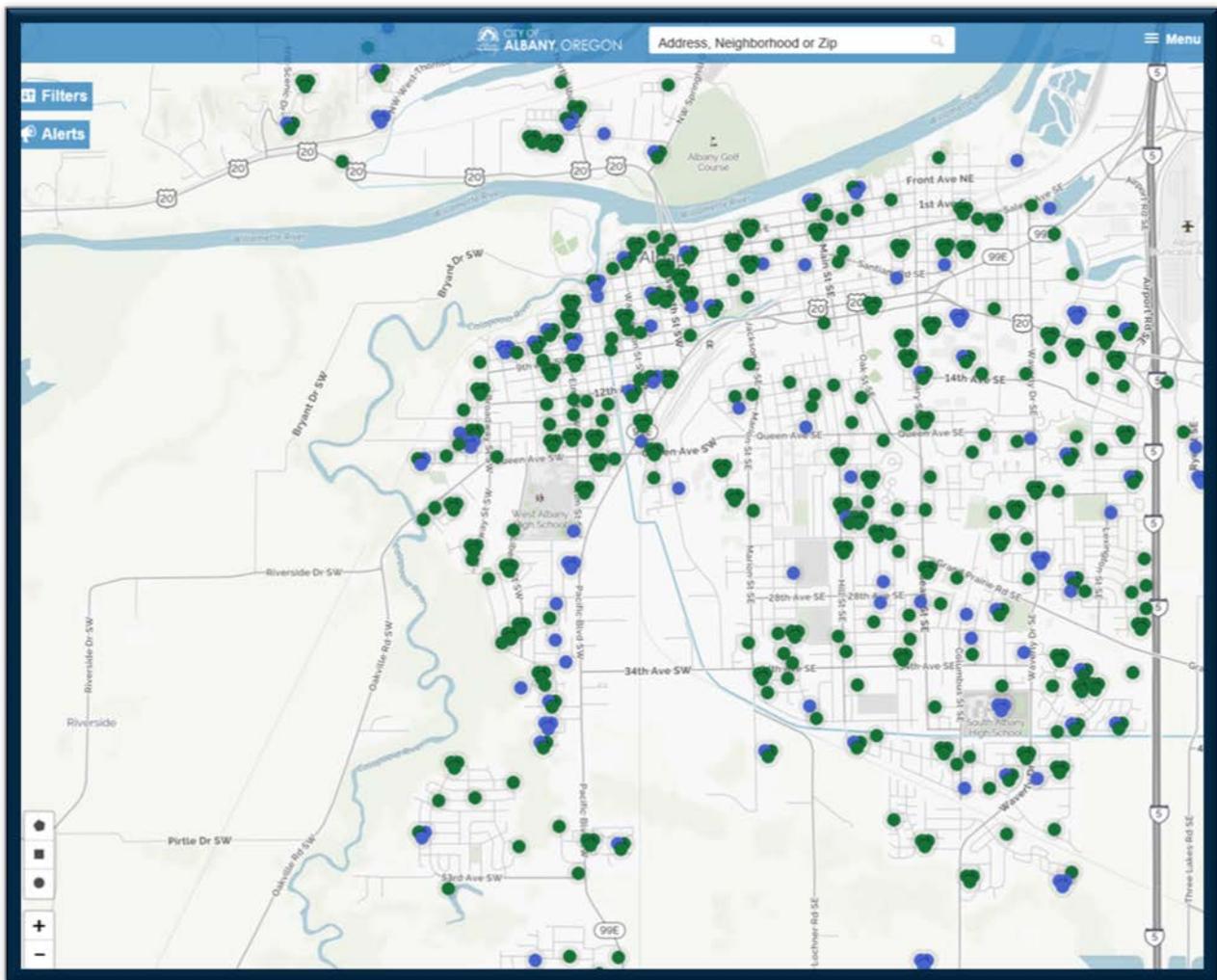




# buildingeye™ User Manual



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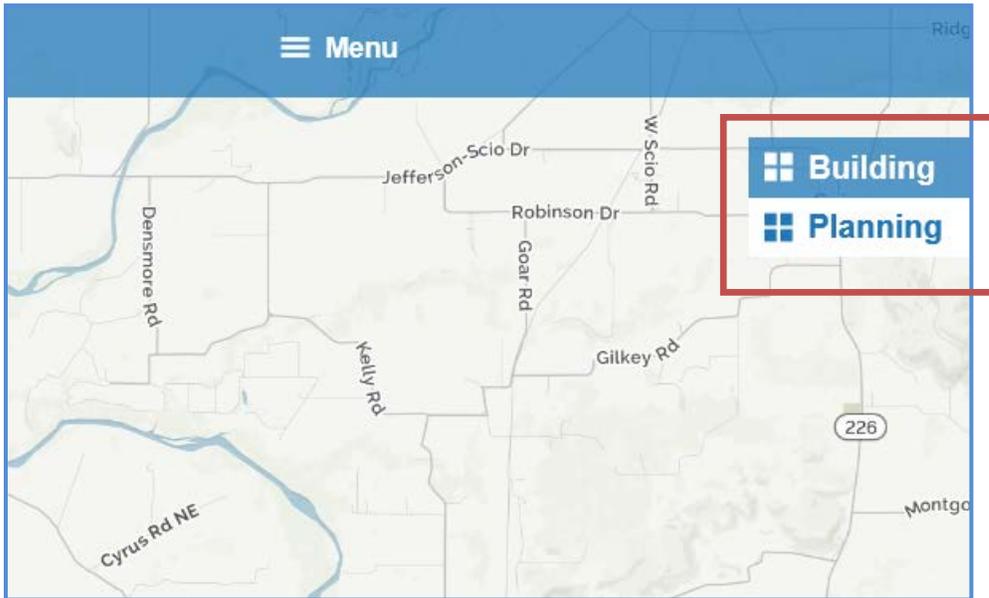
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**NOTE:**

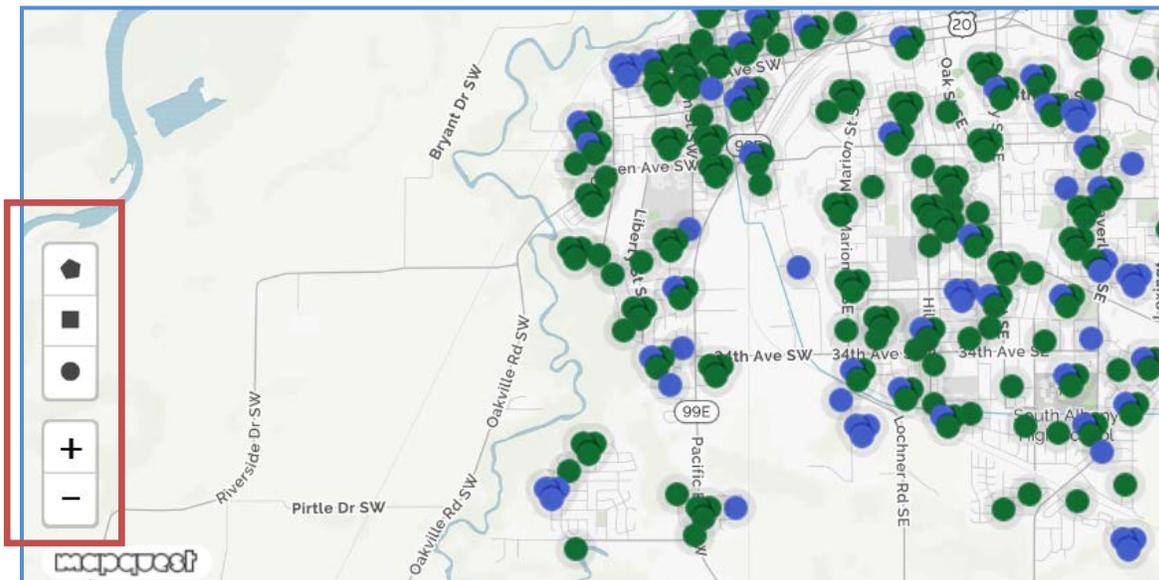
- The buildingeye search defaults to 11/17/2014 for a start range.
- To view permit history prior to 11/17/14 change the date range filter.

## Moving around the buildingeye system

1. Planning/Building filters – records are sorted by Building permits or Planning applications. Public Works permits can be found under Building.



2. Shapes / Zoom options

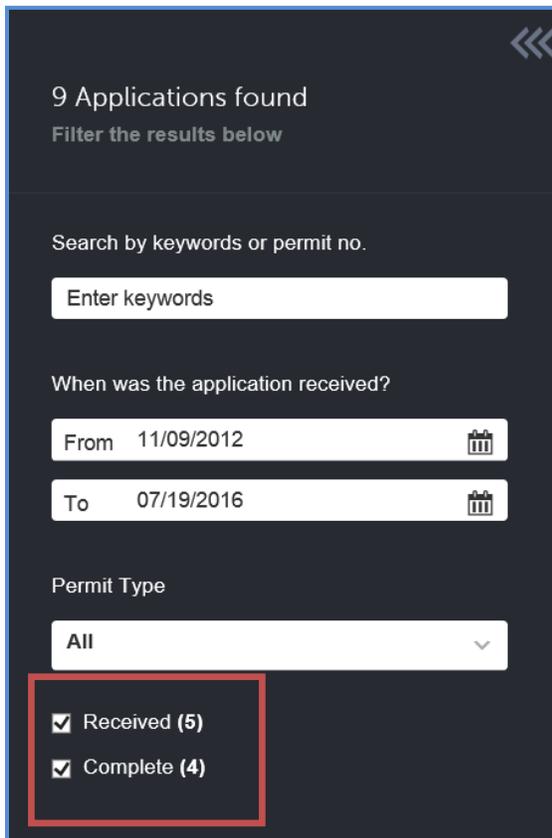


## Filters

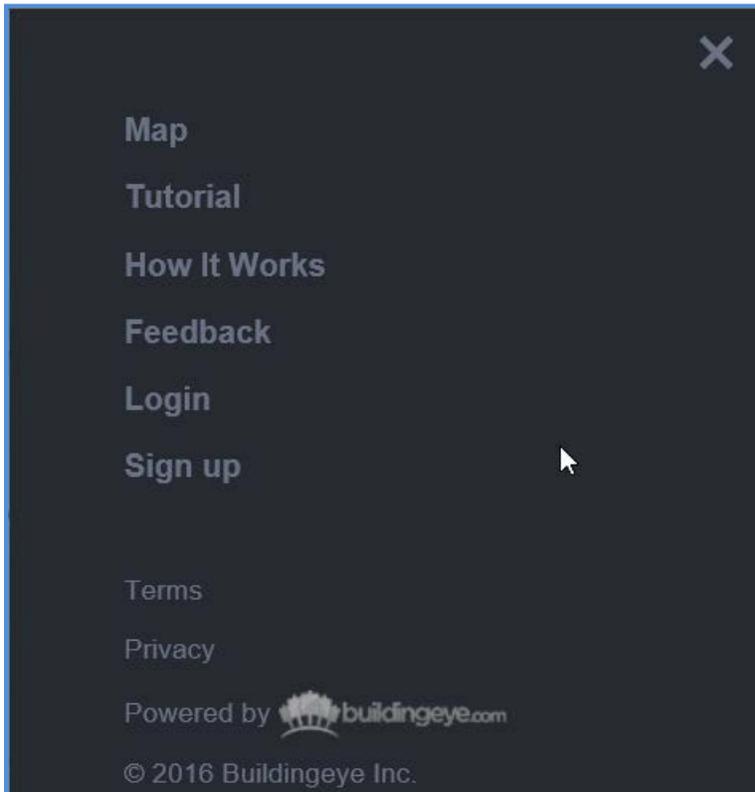
1. Click on Filter link on left of page.



2. You can filter by keyword, application dates, and permit types.
3. To access Permits Plus records you need to reset the default **FROM** date to prior to November 17, 2014, the launch of our Accela permitting program.
4. Once you complete the filter choice and tab through/hit enter, the results will populate.
5. A "count by status" is shown at the bottom of the sidebar.

A screenshot of the filter sidebar. At the top, it says "9 Applications found" and "Filter the results below". Below this, there is a search field labeled "Search by keywords or permit no." with the placeholder text "Enter keywords". Underneath, there are two date pickers: "From 11/09/2012" and "To 07/19/2016". Below the date pickers is a "Permit Type" dropdown menu currently set to "All". At the bottom of the sidebar, there are two checkboxes: "Received (5)" and "Complete (4)". Both checkboxes are checked, and this entire section is enclosed in a red rectangular box.

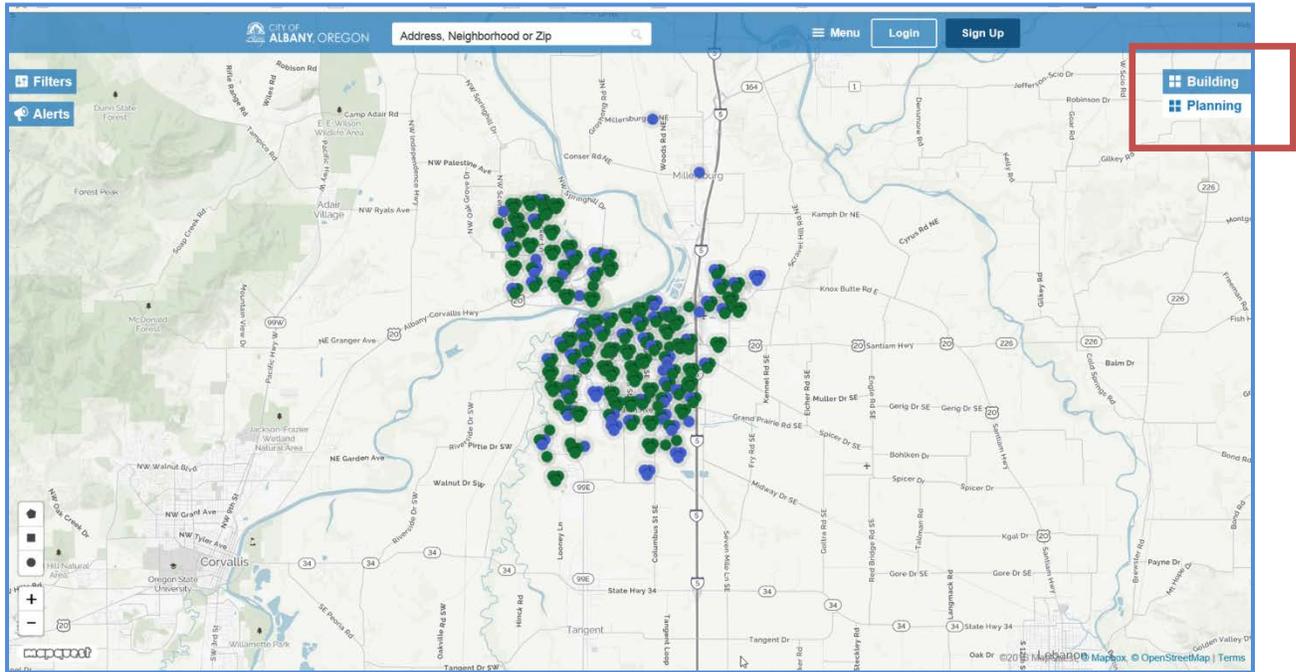
## Menu Button



1. *Map* refreshes the screen
2. *Tutorial* and *How it Works* are links to more information on buildingeye
  - a. NOTE: Not all functions shown are available in the City of Albany system
3. Access your account via the *Login* link.
4. You can create a free account through the *Sign Up* link.

# Searching

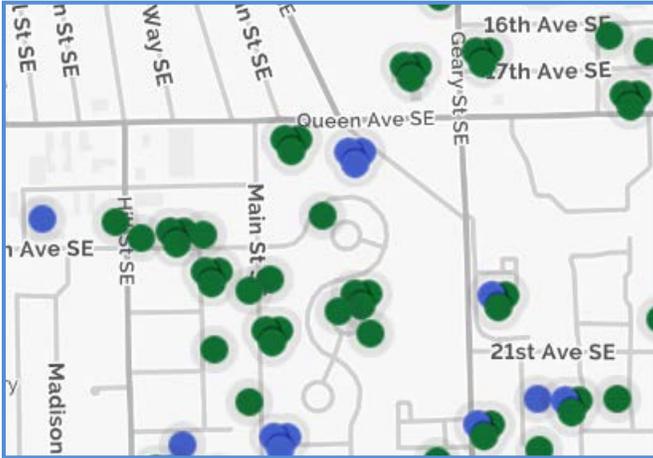
1. Open your web browser and navigate to <https://albanyor.buildingeye.com/>
2. Choose **Building or Planning filter**. Public Works information is found in Building. The default is set to Building permits.



3. Start to enter address, neighborhood or zip. Less information entered is better.
  - a. Choose from dropdown



4. You are taken to the address of record.
  - a. Green are CLOSED permits
  - b. Blue are ACTIVE permits



5. Click on the **cluster** and the record details populate to the left. This will show permit number, type of permit, description of work being done, and current status of permit.

5 Items Selected

333 BROADALBIN ST SW,  
ALBANY, OR 97321

**Application Number:**  
16-TMP-000004

**Application Type:**  
Conditional Use Type II Modify Existing

**Received Date:**  
Jun 29, 2016

**Description:**  
Construct a new 3,000 sq. ft. restaurant.

**Status:**  
Application Created

[More details](#)

333 BROADALBIN ST SW,  
ALBANY, OR 97321

6. If there are multiple records use the slider bar to move up and down through record list.

The screenshot shows a web interface with a list of application records. On the right side, a vertical slider bar is highlighted with a red box, and a mouse cursor is positioned over it. The records displayed are as follows:

Application Number	Application Type	Received Date	Description	Status
CU-0005-16	Conditional Use Type II Modify Existing	Jun 29, 2016	Construct a new 3,000 sq. ft. restaurant.	Application Created
DC-0001-16	Development Code Change	Jun 24, 2016		

7. Click on **More Details** to see additional information, such as zoning, additional permit history on property, inspection results and comments, contractor information and fees paid.

333 BROADALBIN ST SW,  
ALBANY, OR 97321-0144

**Permit Number:**  
BE-0696-12

**Permit Type:**  
ELECTRICAL PERMIT

**Received Date:**  
Dec 17, 2012

**Description:**  
COM - NEW FIBER INSTALLATION

**Status:**  
FINAL

[More details](#)

8. Prior to 11/17/2014 you will be sent to Info Hub permits.

**InfoHub Permits** Printable Report

**Permit # BE-0696-12** InfoHub - ParcelID: [11S03W07BB00900](#)

Permit Information **Inspections** Contractor Fees Plan Review

Permit #	Permit Date	Inspector	Inspection Date/Time	Type	Inspection Results	Comments
BE-0696-12	12/18/2012	Jim Alexander	1/7/2013 3:08 PM	Electrical Final	Approved	
BE-0696-12	12/18/2012	Jim Alexander	1/7/2013 7:24 AM	Electrical Final	Cancelled	

9. Records created after 11/17/2014 will send you to Accela Citizen Access (ACA).

**Record T-0012-15:**  
**Parks - Tree Removal**

▼ **Work Location**

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333 SW BROADALBIN ST  
ALBANY OR 97321

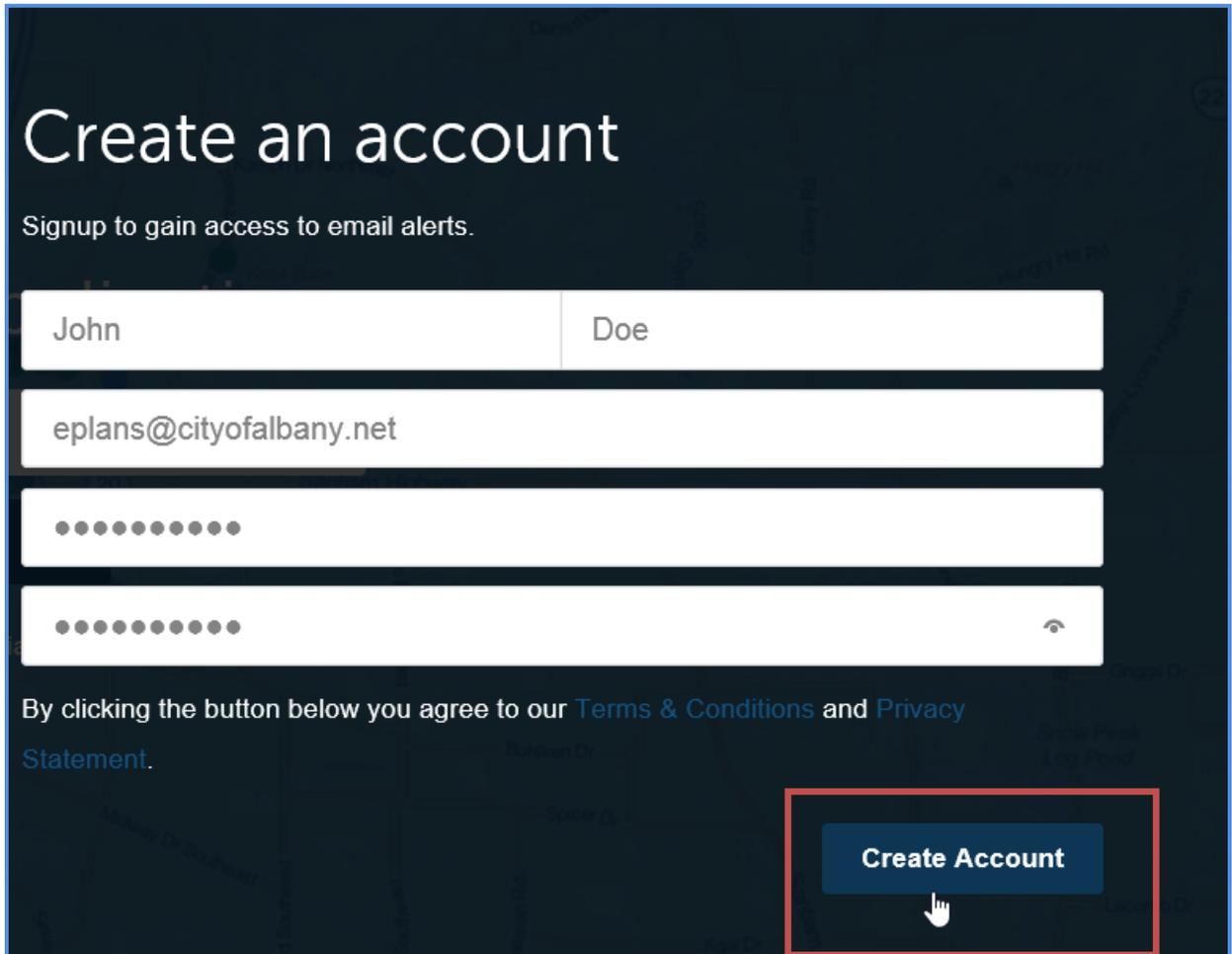
▼ **Record Details**

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<p><b>Applicant:</b> K &amp; D Engineering 276 NW Hickory St. Albany, OR, 97321 imcguire@kdeng.com</p> <p>► <b>More Details</b></p> <p><a href="#">Print/View Summary</a></p>	<p><b>Project Description:</b> Removal due to new water line being placed through ROW and interfering with tree roots Location is on Eleanor St, near Century Dr.</p>
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## Registering for an account

1. Enter information requested and click on Create Account.



The screenshot shows a registration form titled "Create an account" on a dark blue background. Below the title is the text "Signup to gain access to email alerts." The form consists of four input fields: a first name field containing "John", a last name field containing "Doe", an email field containing "eplans@cityofalbany.net", and two password fields, both containing ten dots. A "Create Account" button is located at the bottom right, highlighted with a red border and a hand cursor. Below the button is a line of text: "By clicking the button below you agree to our [Terms & Conditions](#) and [Privacy Statement](#)."

2. You will be sent an email. Click on the link to confirm your email and finish registration.

**Sent:** Tuesday, July 19, 2016 1:46 PM  
**To:** Permits Group  
**Subject:** Buildingeye registration confirmation  
**Importance:** Low

**Thank you for creating a City of Albany buildingeye account!**

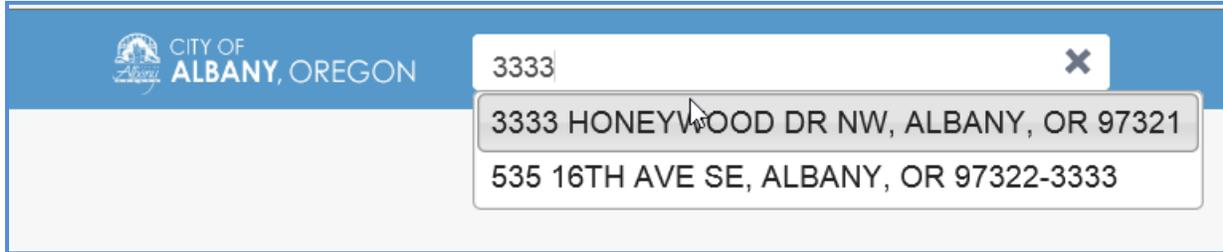
[Click here to confirm your email and finish registration](#)



[Powered by Buildingeye](#)

## Alerts

1. You will need to be logged in to create an alert. It is free to sign up.
2. Navigate to the property you'd like an alert on.



3. Click on **Alerts** on left side of home page.



4. You can drop a pin two ways; *Pin and Drag*, or by *Neighborhood*.

Create an alert  
Receive alerts on new permits.

1. Drop the pin and drag to your preferred location (Fixed radius 200 yards).

Drop pin Clear pin

OR select a neighborhood.

Choose ...

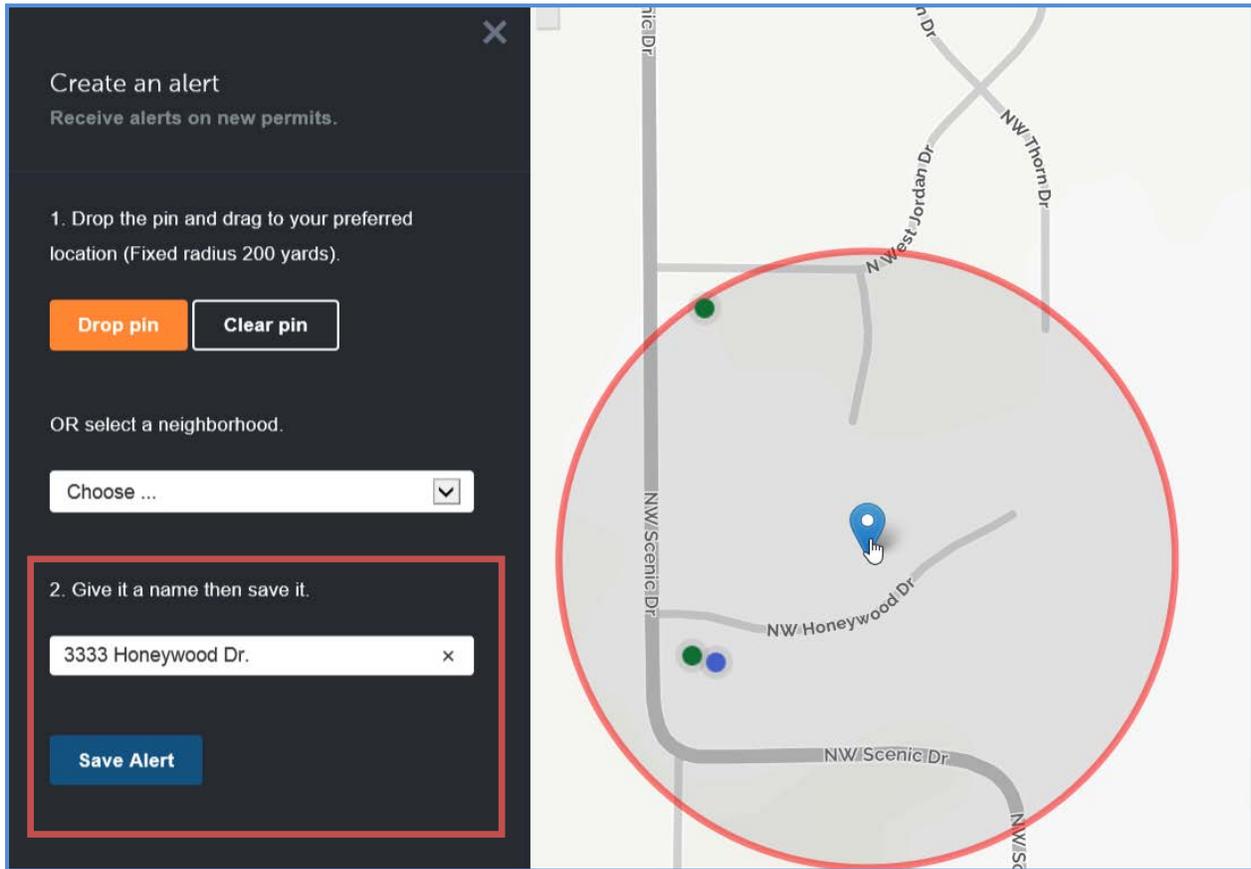
2. Give it a name then save it.

Enter a name for this alert

Save Alert

- a. Pin
  - i. Click on Drop Pin and the alert will be set on the property.
  - ii. The circle is a fixed 200 yard radius.
- b. By Neighborhood
  - i. Ward layers are identified.
- c. You can reposition the alert field by clicking on the blue marker 

5. Give your alert and name and click on **Save Alert**.



For assistance or questions please call City of Albany Building department, 541-917-7553 or email at [permits@cityofalbany.net](mailto:permits@cityofalbany.net).