



Crook County Building Department
300 NE 3rd Street Room 12
Prineville, OR 97754
bld@crookcountyor.gov
541-447-3211

Plan Printing Agreement

Dear Applicant,

Thank you for applying electronically for building permits at:

Applicants who apply electronically are responsible for printing copies of the approved plans and all related documents (trusses, calculations, etc.) in **color**. Plans and related documents must be on the job site for the inspectors to refer to during inspection. Failure to do so could result in the inspector denying the inspection request and you may incur additional inspection charges.

- Go to: <https://aca-oregon.accela.com/Oregon/>
- Log in to your account
- Hover over the yellow “Search” box
- Click on “Building Permits”
- Scroll down, enter the numerical portion of the address in “Street #:” field
- Enter the zip code into the “Zip:” field
- Click “Search”

Once the record has been located:

- Go to the document section for the files marked “Approved”.
- Print out all documents marked **approved**: All documents must be in color. Plans should be 24” x 36”, trusses and calculations can be on 8 ½” x 11”.

Thank you,

Crook County Building Department

Print: _____

Signature: _____

Phone Number: _____ Date: _____