

# **How to use the ePermit service**

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**URBAN ENVIRONMENT SERVICES**



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# Logging in to the service

## Step 1:

Go to the ePermit service

Open your web browser and visit:

👉 <https://e-kartta.ouka.fi/ePermit>

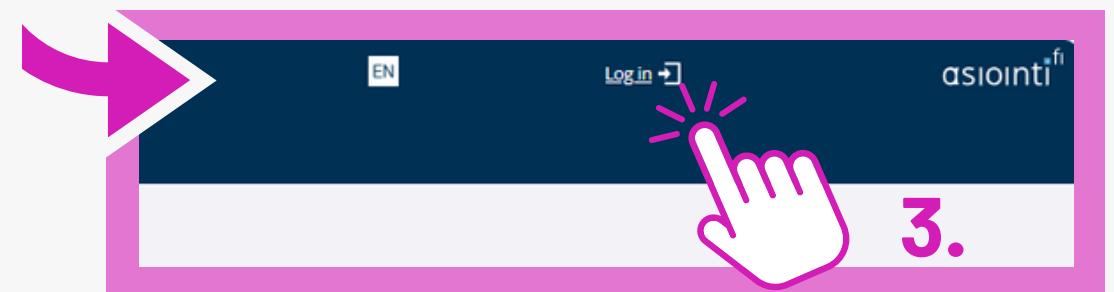
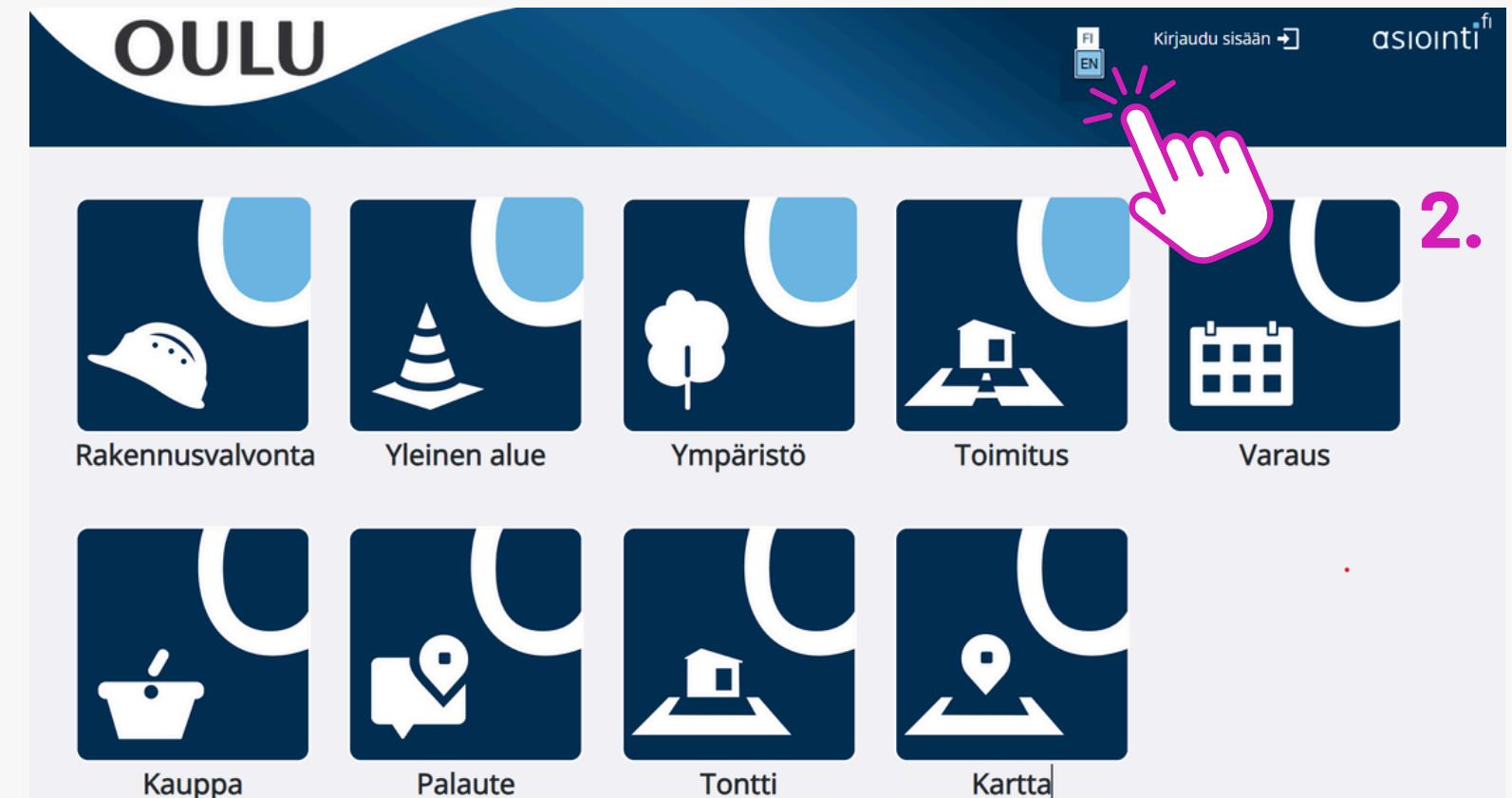
## Step 2:

Change the language from the top bar.

The English option *EN* becomes visible when you click *FI*.

## Step 3:

Log in to the service.



# Logging in to the service

## Step 4:

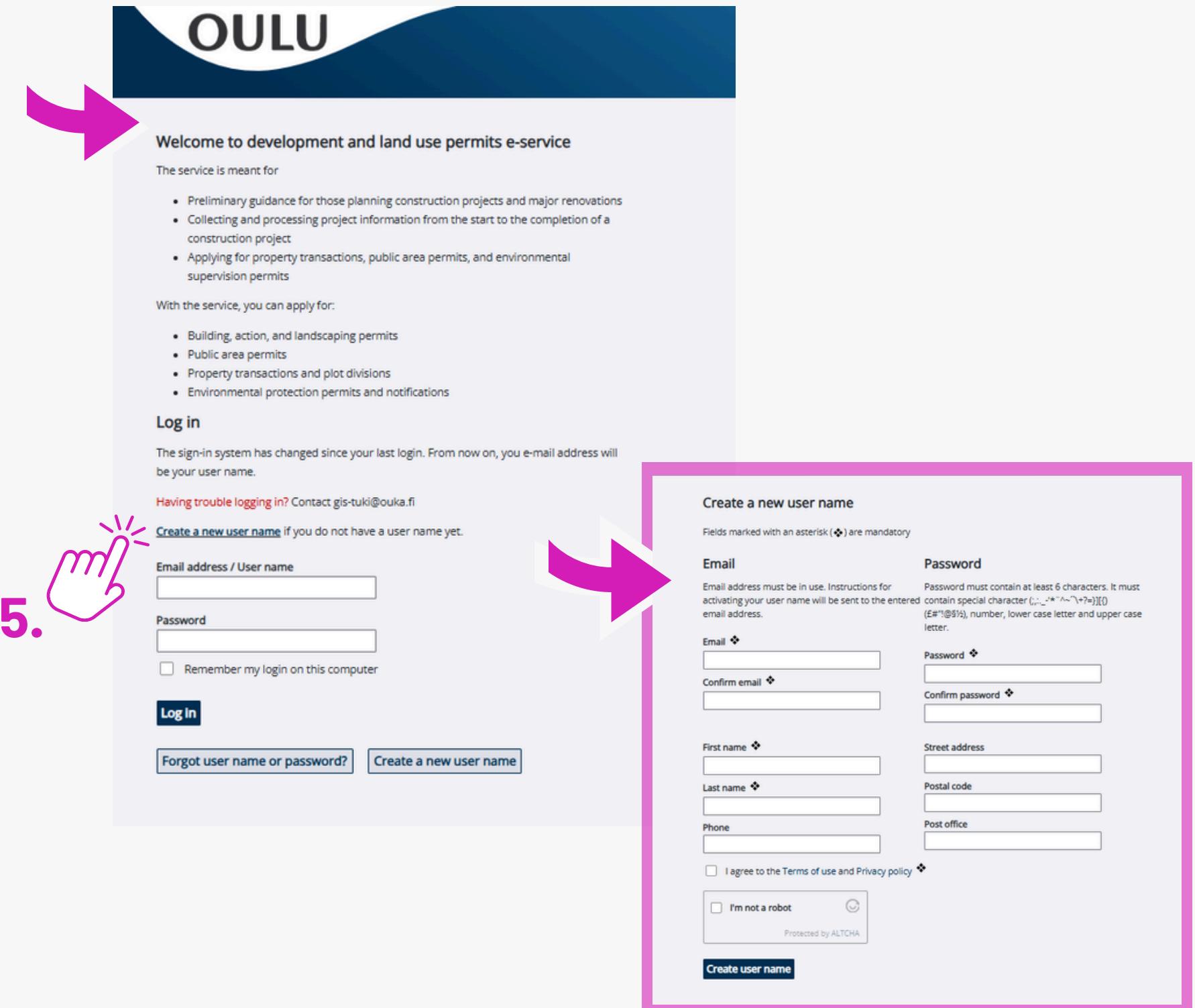
If you already have an account, log in using your credentials and click Log in.

## Step 5:

If you do not yet have a user account, select *Create a new user name*.

A new login view will open.

- You do not need online banking credentials.
- Identification is done via email.



5.

**OLU**

Welcome to development and land use permits e-service

The service is meant for

- Preliminary guidance for those planning construction projects and major renovations
- Collecting and processing project information from the start to the completion of a construction project
- Applying for property transactions, public area permits, and environmental supervision permits

With the service, you can apply for:

- Building, action, and landscaping permits
- Public area permits
- Property transactions and plot divisions
- Environmental protection permits and notifications

**Log in**

The sign-in system has changed since your last login. From now on, you e-mail address will be your user name.

[Having trouble logging in?](#) Contact [gis-tuki@ouka.fi](mailto:gis-tuki@ouka.fi)

[Create a new user name](#) if you do not have a user name yet.

Email address / User name

Password

Remember my login on this computer

**Log in**

[Forgot user name or password?](#) [Create a new user name](#)

**Create a new user name**

Fields marked with an asterisk (\*) are mandatory

Email	Password
Email <input type="text"/>	Password must contain at least 6 characters. It must contain special character (!@#\$%^&*+=_~`-+?) (E.g!@#\$%), number, lower case letter and upper case letter.
Confirm email <input type="text"/>	Confirm password <input type="password"/>
First name *	Street address
<input type="text"/>	<input type="text"/>
Last name *	Postal code
<input type="text"/>	<input type="text"/>
Phone	Post office
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I agree to the <a href="#">Terms of use</a> and <a href="#">Privacy policy</a> *	
<input type="checkbox"/> I'm not a robot 	
Protected by ALTOCHA	
<b>Create user name</b>	

# Submitting a permit application

## Step 1:

From the symbols shown on the screen, select *Public area*.

## Step 2:

Create a new permit application

After selecting “Public area”, a view will open where you can start a new application.

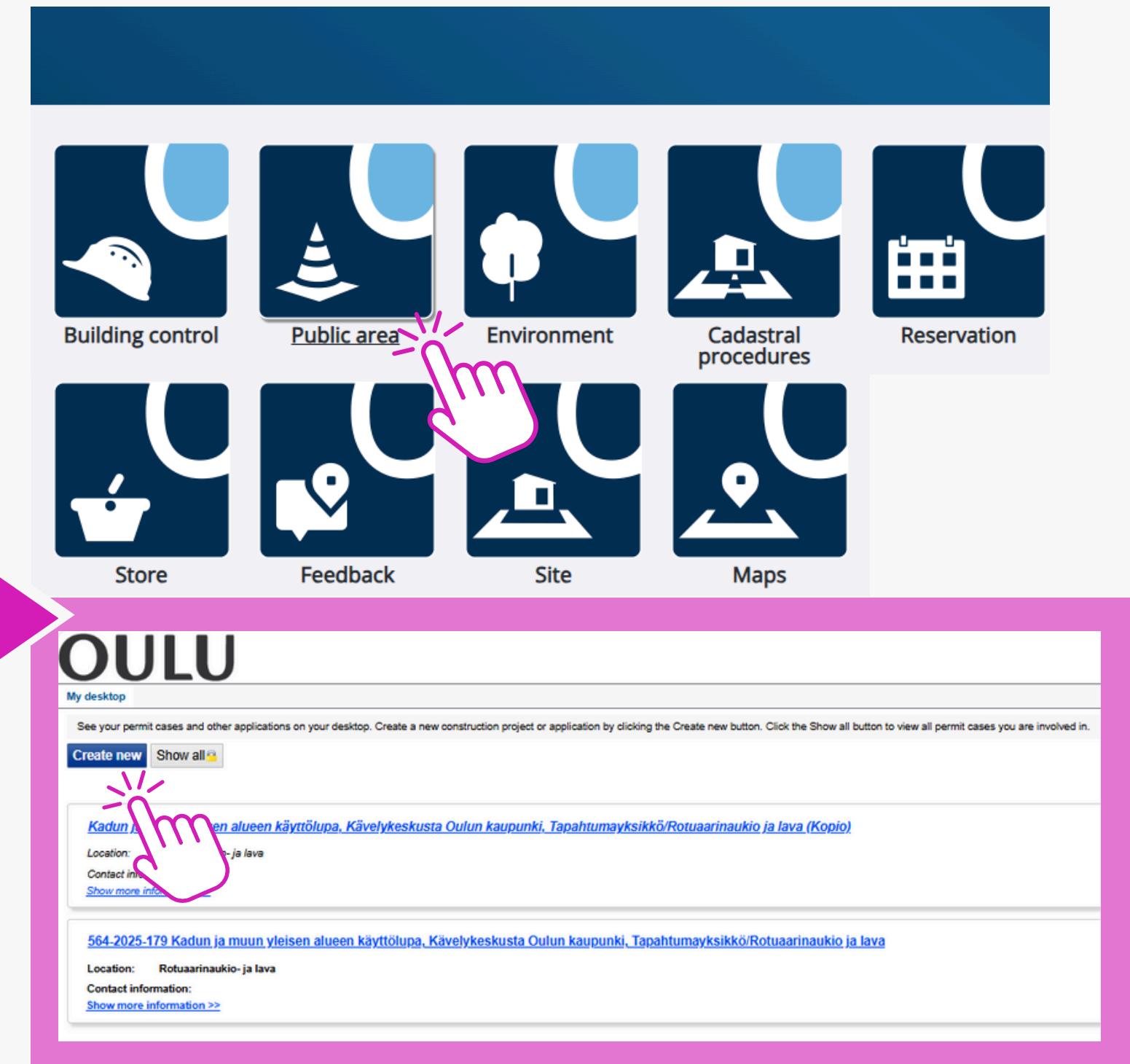
Click the *Create new* button.

The service will open a permit application form where you can enter the required information.



### Tip:

Previously granted permit applications are shown as a list on the same page. If you are applying for the same location as before, you can copy an earlier application and edit it for your new permit.



# Submitting a permit application

## Step 3:

Select the appropriate permit type

Scroll down the page until you see the heading *Public area permits*.

Below this heading is a list of permit types.

- From the list, select “Kadun ja muun yleisen alueen käyttölupa, muu Oulu” (*Permit for the use of a street or other public area, other areas of Oulu*).
- If the location is in the pedestrian city centre, select “Kadun ja muun yleisen alueen käyttölupa, kävelykeskusta” (*Permit for the use of a public area, pedestrian zone*).
- For applications related to the European Capital of Culture programme, select “Oulu2026 European Capital of Culture”.

**MUU PÄÄTÖS, LUPA TAI LAUSUNTO ERIKSEEN HAETTUNA (Oulu)**

- Rakennustyön aloittamisoikeus
- Kokoontumistilan enimmäishenkilömäärän hyväksyminen
- Luvan voimassaolon jatkaminen
- Luvanvaraisuuden arviointi
- Rakennusrasite / yhteisjärjestely
- Sijoittamislupa rakennukselle asemakaava-alueella
- Sijoittamislupa rakennukselle asemakaava-alueen ulkopuolella

**YMPÄRISTÖVALVONTA**

- Aumausilmoitus
- Hakemus käytöstä poistetun öljysäiliön jättämiseksi maaperään
- Huivivenesataman jätehuoltoon suunnitelman hyväksyminen
- Ilmoitus jäteen ammattimaisesta keräystoiminnasta jätehuoltorekisteriin (JL 100 §)
- Ilmoitus koeluonteisesta toiminnasta
- Ilmoitus lannan levityksestä poikkeustilanteessa
- Jätteen kertaluontoinen hyödyntäminen maarakenteissa
- Kompostointi-ilmoitus
- Kotitarveoitto
- Luonnonmuistomerkkihakemus
- Maa-aineslupa
- Maasto- tai vesiliikennelain mukainen lupa kilpailuun tai harjoituksiin
- Meluilmoitus
- Rekisteröinti-ilmoitus (ympäristönsuojelun tietojärjestelmään)
- Talousjätevesien käsittelyvaatimuksista poikkeaminen
- Vapautus vesi- ja viemäriverkostoon liittymisestä (VHL 11 §)
- Yleinen ilmoitusmenettely

**Public area permits**

- Sijoituslupahakemus
- Oulu2026 European Capital of Culture
- Tapahtuman mainoslupa
- Tapahtuman viitoituslupa
- Kuljetuslupa
- Kaivulupahakemus, kanta-Oulu ja Ylikiiminki
- Kaivulupahakemus, Kiiminki, Yli-Ii, Haukipudas ja Oulunsalo
- Kadun ja muun yleisen alueen käyttölupa, muu Oulu
- Kadun ja muun yleisen alueen käyttölupa, Kävelykeskusta
- Metsä- ja vesialueiden tilapäinen käyttölupa
- Ilmoitus liikennettä haittaavasta työstä

# Submitting a permit application

## Step 4:

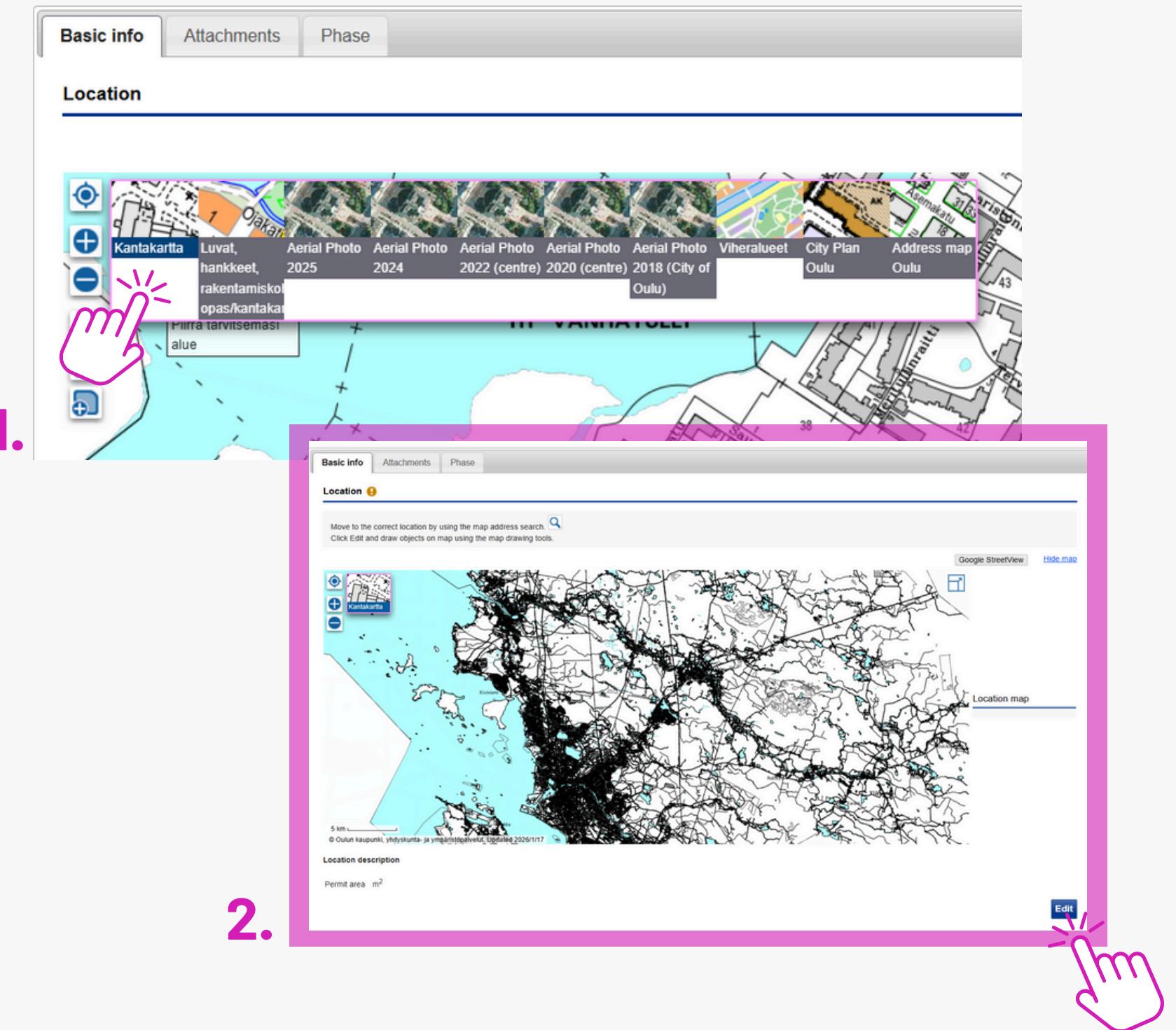
Select a suitable map layout for the area selection.

Define the area on the map

- Select “Muokkaa” (Edit).
- Zoom in on the map and find the correct location. You can use the address search at the bottom of the map to locate the exact spot.
- Mark or draw the area on the map.

 Drawing tools will appear on the left side of the map once edit mode is enabled.

More detailed instructions on using the drawing tools are provided on the next page.



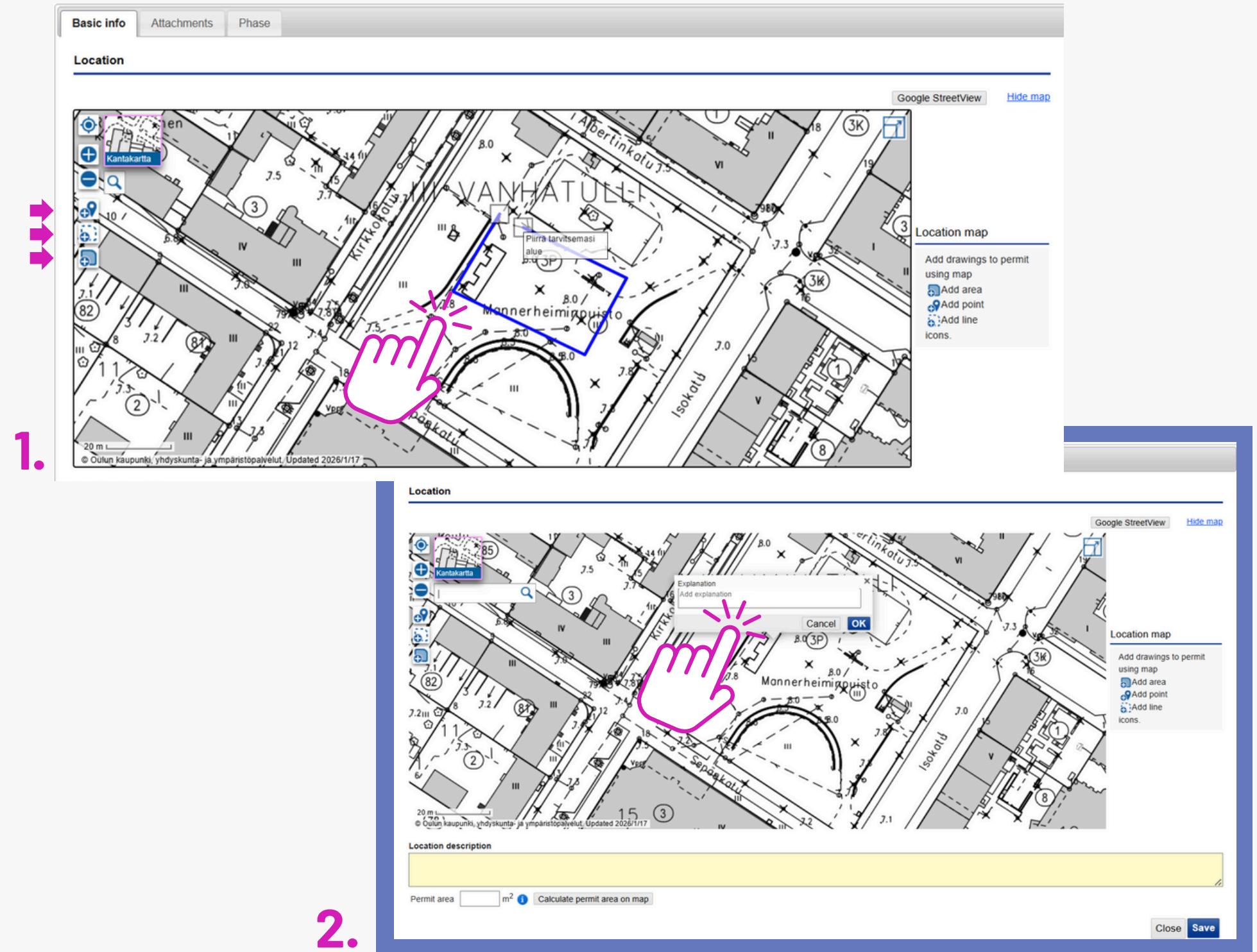
# Submitting a permit application

## Step 5:

Use the map drawing tools. You can choose to draw an area or add a point.

### 1. Area

- Select “Lupa-alueen piirto” (draw area).
- Draw the area on the map by clicking the corner points with your mouse.
- When the area is complete, enter a short description in *Location description*.



# Submitting a permit application

## Step 6:

1. In the description section, clearly explain what you plan to do in the area.
  - Also describe what kinds of structures or equipment will be brought to the site.
  - If you need electricity in the area, mention it here.
2. Add the required attachments to the application (for example, a site map and a traffic management plan).
  - Once the attachments have been added, select Continue: Phase.

Description

Description i  
Give a high level description of the permit application.

1.

My desktop > Kadun ja muun yleisen alueen käyttöluva, muu Oulu Enter a name for the project

Application information can be modified.

Basic info Attachments Phase

Add necessary attachments.  
Mandatory attachments have been marked with the Mandatory text. The authorities may require other attachments depending on the project.

You can buy documents to be used in the application from the [store](#).

Yleisten aluiden luvat

Actions	Attachment	Description	Date	Authors
<span style="color: blue;">+U</span>	Traffic control plan			
<span style="color: blue;">+U</span>	Taloyhtiön suostumus <span style="color: blue;">i</span>			
<span style="color: blue;">+U</span>	Photo of furniture <span style="color: blue;">i</span>			
<span style="color: blue;">+U</span>	Other attachment			
<span style="color: blue;">+U</span>	Suunnitelma			
<span style="color: blue;">+U</span>	Valokuvat			

Luvan liitteet

Actions	Attachment	Description	Date	Authors
<span style="color: blue;">+U</span>	Kartta tapahtuma-alueesta			

Yleisten aluiden luvat

Actions	Attachment	Description	Date	Authors
<span style="color: blue;">+U</span>	Power of attorney			

Continue: Phase



# Submitting the permit application

## Step 7:

At this stage, you can view the processing phases of your application.

Remember to submit your application at the end by pressing the *Send* button.

My desktop › Kadun ja muun yleisen alueen käyttölupa, muu Oulu [Enter a name for the project](#)

Application information can be modified.

Basic info   Attachments   Phase

View the processing phases of the project.

No phases

**Status: Established**

**Applying for permission**

Permit has not yet been applied for. You can go to submit your permit application. Application information is checked before the application is sent.

**Send**

A hand cursor icon is pointing to the **Send** button, which is highlighted with a pink border.

Contact information of authorities

Preliminary inquiries and messages

Change history

Access rights

Help

# Thank you

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URBAN ENVIRONMENT  
SERVICES

