



## **Scheduling Inspections for Residential Projects System Information**

The City of Lake Oswego provides a choice when scheduling inspections. Our new software will now allow the customer to schedule inspections using a touch-tone phone or over the internet. The system is available 24/7, if the inspection is scheduled prior to 7:00 AM it will be considered same day.

To schedule inspections you will either need a touch-tone phone or internet access.

If you are using a  
**Phone please call:**  
1-888-299-2821

**Internet:**  
[www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

### **Scheduling by Phone**

1-888-299-2821

To schedule, reschedule, cancel or get inspection results by telephone you will need to have the 12 digit IVR code that has been printed just below your permit number. You will also be required to have the IVR 4 digit code for the inspection you are wishing to schedule. For a complete list of all inspections, they are printed on the back of this document.

Enter your 12 digit IVR number when prompted. Other prompts will be asked to assist you in scheduling, rescheduling, cancelling or obtaining inspection results.

The system will also ask if you want to be notified of the inspection results.

**NOTE: If you call after 7:00 AM to cancel an inspection for that day you will need to speak with staff directly. The system will not be able to cancel for the same day.**

### **Scheduling on the Internet**

[www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

When scheduling through the internet the IVR number is not necessary.

Using your preferred web browser type in the following URL address:  
[www.buildingpermits.oregon.gov](http://www.buildingpermits.oregon.gov)

When the menu page appears select: **“ePermitting System”** from the left side menu.

When the page appears select the home tab and then select **“schedule inspections”**

You may search for the correct permit by using the permit number or site address.

For best search results clear the “start date” field.

Follow the prompts.

If you need more assistance visit our website at  
[www.ci.oswego.or.us](http://www.ci.oswego.or.us)

or Call 503-635-0270

12/2021

## Structural

1060 Driveway Approach  
1065 Sidewalk  
1090 Street Trees  
1110 Footing  
1118 Footing Drain  
1120 Foundation  
1128 Foundation Waterproofing  
1150 Slab/Flatwork  
1155 CMU Wall/Concrete Wall  
1160 Ufer Ground  
1170 Post & Beam  
1190 Retaining Wall  
1220 Underfloor Framing  
1260 Framing  
1370 Masonry Veneer  
1380 Fireplace  
1410 Underfloor Insulation  
1460 Insulation  
1520 Interior Shearwall  
1530 Exterior Shearwall  
1540 Gypsum Board/Lath/Drywall  
1550 Firewall  
1610 Roof Construction  
1710 Fire Sprinklers  
1720 Fire Sprinkler Final  
1820 Demolition  
1910 Progress Inspection  
1920 Miscellaneous Building  
1925 Consultation-Building  
1990 Final Inspection – LDC (Planning)  
1999 Final Building Inspection

## Mechanical

2250 Gas Piping  
2125 Fireplace  
2200 Underfloor Mechanical  
2300 Rough Mechanical  
2420 Hydronic Heat  
2925 Consultation - Mechanical  
2999 Final Mechanical

## Plumbing

3300 Water Service  
3410 Rain Drains  
3400 Storm Sewer  
3200 Sanitary Sewer  
3130 Footing/Foundation Drains  
3110 Ground Plumbing  
3450 Drywell/Soakage Trench  
3170 Underfloor Plumbing  
3500 Rough Plumbing  
3620 Backflow Device  
3650 Shower Pan  
3910 Progress Inspection  
3920 Miscellaneous Plumbing  
3925 Consultation Plumbing  
3930 Plumbing Minor Labels  
3999 Final Plumbing

## Electrical

4120 UFER Ground  
4200 Reconnect Service  
4220 Electrical - Service  
4500 Rough Electrical  
4550 Limited Energy  
4710 Pool Bonding  
4910 Progress Inspection  
4920 Miscellaneous Electrical  
4925 Consultation Electrical  
4999 Final Electrical

## Fire Sprinklers (Stand Alone Systems)

1710 Fire Sprinklers  
1920 Miscellaneous  
1925 Consultation  
1720 Fire Sprinkler Final

## Fire Sprinklers (Combination Systems)

3500 Rough Plumbing  
3920 Miscellaneous Plumbing  
3925 Consultation Plumbing  
3999 Final Plumbing

## Public Works Permit – Erosion Control (Residential)

6010 Preliminary Erosion Control  
6030 Erosion Control  
6050 Final Erosion Control

## Planning Tree Permits

6120 Tree Preservation/Tree Protection  
6140 Landscape/Tree Mitigation  
6700 Site Inspection  
6720 Misc. Inspection  
1990 Final Inspection – LDC (Planning)

## Planning Sign Permits

6960 Misc. Sign Inspection  
6999 Final Sign Inspection