



Scheduling Inspections for Commercial 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

Touch-Tone Phone please call:

1-888-299-2821

Internet:

www.buildingpermits.oregon.gov

Using a Touch-Tone 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 on the top left of your permit. If your permit was issued prior to May 7, 2012 you will have to call our office to have an IVR number assigned to your permit. 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

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

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

or Call 503-635-0270

04/2019

**Structural Permit
(Commercial)**

1070 Parking Lot
1110 Footing
1118 Footing Drain
1120 Foundation
1128 Waterproofing
1150 Slab/Flatwork
1155 CMU Wall/Concrete Wall
1220 Underfloor Framing
1260 Framing
1370 Masonry Veneer
1380 Fireplace
1460 Insulation
1520 Interior Shearwall
1530 Exterior Shearwall
1540 Gypsum Board/Lath/Drywall
1550 Firewall
1600 Ceiling Grid
1610 Roof Construction
1800 Emergency Egress Lighting
1820 Demolition
1910 Progress Inspection
1920 Miscellaneous Building
1925 Consultation-Building
1990 Final Inspection-Planning
1995 Final Inspection-Engineering
1999 Final Building

**Mechanical
(Commercial)**

2250 Gas Piping
2125 Fireplace
2180 Fire/Smoke Damper
2300 Rough Mechanical
2200 Underfloor Mechanical
2420 Hydronic Piping
2910 Progress Inspection
2920 Miscellaneous Mechanical
2925 Consultation – Mechanical
2999 Mechanical Final

**Plumbing
(Commercial)**

3300 Water Service
3410 Rain Drains
3400 Storm Sewer
3200 Sanitary Sewer
3130 Footing/Foundation Drains
3110 Ground Plumbing
3170 Underfloor Plumbing
3500 Rough Plumbing
3650 Shower Pan
3620 Backflow Device
3800 Medical Gas Piping
3910 Progress Inspection
3920 Miscellaneous Plumbing
3925 Consultation Plumbing
3930 Plumbing Minor Labels
3999 Final Plumbing

**Electrical
(Commercial)**

4120 Ufer Ground
4200 Reconnect Service
4220 Electrical - Service
4500 Rough Electrical
4540 Ceiling Cover
4550 Limited Energy
4559 Ltd Energy Ceil Cvr
4710 Pool Bonding
4760 Industrial Plant
4910 Progress Inspection
4920 Miscellaneous Electrical
4925 Consultation Electrical
4999 Final Electrical

Signs

6960 Misc. Sign Inspection
6999 Final Sign Inspection

**Fire Systems Misc
(Commercial)**

8330 Hood Suppression
8070 Underground Fire Main – Hydro.
Test
8080 Underground Fire Main - Flush
8090 Underground Fire Main – Thrust
Block
8920 Miscellaneous Fire
8925 Consultation Fire

Fire Sprinklers

8430 Fire Protection System (Fire Dept)
1710 Fire Sprinklers
1720 Fire Sprinkler Final (Building Dept)
8610 Fire Sprinkler Rough (Fire Dept)
8620 Fire Sprinkler Pressure Test (Fire Dept)

Fire Alarms

1740 Fire Alarm Final (Building Dept)
8710 Fire Alarm System Test (Fire Dept)
8999 Final Fire (Fire Dept)

Erosion Control

(Commercial & Residential)

6010 Preliminary Erosion Control
6030 Erosion Control
6050 Final Erosion Control

Trees

6120 Tree Preservation/Tree Protection
6140 Landscape/Tree Mitigation
6700 Site Inspection
6720 Misc. Inspection
1990 Final Inspection-Planning