



SCHEDULING INSPECTIONS FOR COMMERCIAL PROJECTS

SYSTEM INFORMATION

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

To schedule an inspection you will either need a touch-tone phone or internet access. If you are using a telephone call:
1-888-299-2821

Or if you are using the internet:
www.buildingpermits.oregon.gov

Once the web-site appears follow the prompts to log-in and schedule an inspection.

**EFFECTIVE MAY 14, 2012
WE WILL TRANSITION TO OUR NEW
SOFTWARE PROGRAM, ACCELA
AUTOMATION**

USING A TOUCH-TONE TELEPHONE

To schedule, reschedule, cancel or get inspection results by telephone you will need to have the twelve digit IVR Code that has been printed at the top of your permit. If your permit was issued prior to May 14, 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 Code for the inspection that you are wishing to schedule. A list of required inspections are printed on your permit for your project, and for a complete list of 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

When scheduling through the internet an 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:
Accela Citizen Access

When the page appears select the home tab and then "schedule inspections"

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

Follow the prompts. They are easy and very user friendly. If you need more assistance visit our website at
www.ci.oswego.or.us

What you can do from the website:

- Leave messages for the inspector
- Request inspection results
- Schedule inspections several days in advance
- Cancel inspections

Structural Permit**(Commercial)**

1070 Parking Lot
 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
 1710 Fire Sprinklers
 1740 Fire Alarm Final
 1800 Emergency Egress Lighting
 1820 Demolition
 1910 Progress Inspection
 1920 Miscellaneous Building
 1925 Consultation-Building
 1990 Final Inspection-LDC
 1995 Final Inspection-Engineering
 1999 Final Building

Signs

6960 Misc. Sign Inspection
 6999 Final Sign Inspection

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

Trees

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

Electrical**(Commercial)**

4120 Ufer Ground
 4200 Reconnect Service
 4220 Electrical - Service
 4500 Rough Electrical
 4540 Ceiling Cover
 4548 Limited Energy
 4710 Pool Bonding
 4760 Industrial Plant
 4910 Progress Inspection
 4920 Miscellaneous Electrical
 4925 Consultation Electrical
 4999 Final Electrical

Fire Sprinklers/Alarms**(Commercial)**

8330 Hood Suppression
 8070 Underground Fire Main – Hydro. Test
 8080 Underground Fire Main - Flush
 8090 Underground Fire Main – Thrust Block
 8430 Fire Protection System
 8610 Fire Sprinkler Rough
 1710 Fire Sprinklers
 8620 Fire Sprinkler Pressure Test
 8710 Fire Alarm System Test
 8920 Miscellaneous Fire
 8925 Consultation Fire
 8999 Final Fire
 1720 Fire Sprinkler Final
 1740 Fire Alarm Final

Erosion Control**(Commercial & Residential)**

6030 Erosion Control
 6050 Final Erosion Control