



## **SCHEDULING INSPECTIONS FOR RESIDENTIAL 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](http://www.buildingpermits.oregon.gov)

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

**EFFECTIVE MAY 15, 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 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 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](http://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](http://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**

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  
 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  
 1999 Final Building Inspection

**Mechanical**

2250 Gas Piping  
 2125 Fireplace  
 2200 Underfloor Mechanical  
 2300 Rough Mechanical  
 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  
 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

**Erosion Control****(Residential)**

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 – LDC

**Signs**

6960 Misc. Sign Inspection  
 6999 Final Sign Inspection