

Inspection Code List

Building

- 205 Footing
- 210 Foundation walls
- 215 Footing drain
- 220 Slab
- 225 Post/beam structural
- 230 Underfloor insulation
- 240 Exterior shearwall
- 242 Interior shearwall
- 245 Firewall
- 250 Roof nailing
- 255 Waterproofing basement walls
- 260 Tilt-up panel
- 265 Masonry
- 270 Reinforcing steel (rebar)
- 275 Framing
- 280 Insulation
- 285 Drywall nailing
- 287 Suspended ceiling
- 289 Approach/sidewalk
- 295 Misc. inspection
- 299 Final inspection

Fire Protection System

- 901 Sprinkler supply lines
- 905 Sprinkler underfloor/slab
- 906 Flush test
- 907 Sprinkler hydro test
- 910 Sprinkler rough-in/test
- 915 Fire alarm rough-in
- 920 Suppression trip test
- 995 Misc. inspection
- 998 Alarm final
- 999 Sprinkler final

Site Work

- 405 Excavation
- 410 Fill
- 415 Grading
- 495 Misc. inspection
- 499 Final inspection

Erosion Control

- 750 Initial erosion control
- 752 LIDA on-site facility inspection
- 753 LIDA box contents
- 755 Regular erosion control
- 797 Final LIDA inspection
- 798 Final erosion control

Electrical

- 105 Underground/slab cover
- 110 Temporary electrical service
- 115 Electrical service
- 120 Electrical rough-in
- 125 Wall cover
- 130 Ceiling cover
- 135 Low voltage rough-in
- 140 Sign installation
- 145 A/C or heating unit circuit
- 150 Hot tub/spa/pool
- 195 Misc. inspection
- 198 Low voltage final
- 199 Electrical final

Mechanical

- 605 Post/beam mechanical
- 610 Gas line
- 615 Mechanical rough-in
- 620 Hydronic piping
- 625 Duct work
- 630 Fire damper
- 635 Smoke detector shutdown
- 640 Exhaust hood
- 645 Grease duct test
- 695 Misc. inspection
- 699 Mechanical final

Plumbing

- 305 Plumbing underslab
- 310 Crawl drain
- 312 Backwater valve
- 315 Post/beam plumbing
- 320 Plumbing rough-in
- 322 Shower pan
- 330 Water service
- 335 Rain drain
- 340 Storm sewer
- 345 Culvert/catch basin
- 350 Septic tank
- 395 Misc. inspection
- 399 Plumbing final

Sewer

- 505 Sanitary sewer
- 595 Misc. inspection
- 599 Final inspection

Manufactured Structure

- 810 MFG-Structure set-up
- 899 MFG-Structure final

Inspections

Automated Request System User Guide

503-639-4175

24 Hours a Day

January 1, 2018



City of Tigard

BUILDING DIVISION

13125 SW Hall Blvd. | Tigard, OR 97223
503-718-2439 | www.tigard-or.gov

System Information

The City of Tigard building division has an automated inspection request system for inspections, 24 hours a day, 7 days a week, with a cut-off time of 7 a.m. for inspections that business day.

Note: Service may be suspended between the hours from 2 to 3 a.m. for system maintenance.

Inspection hours:

Monday-Friday, 8 a.m. to 3:30 p.m.*

The system prompts will guide you to:

- Schedule Inspections
- Cancel Inspections
- Obtain Inspection Results

Before you call, you will need:

- A touch-tone telephone
- A permit number.
- An inspection code (see Inspection Code List on the back of this *User Guide*).

**To access the system, call
503-639-4175**

At the Main Menu, choose from the following options:

- Press [1] To schedule an inspection.
Press [2] To cancel an inspection.
Press [3] To obtain inspection results.
Press [0] To speak with department staff.
Press [*] To repeat these options.

*Note: Inspections will not be scheduled on the following holidays in 2018: 1/1, 1/15, 2/19, 5/28, 7/4, 9/3, 11/12, 11/22, 11/23 and 12/25.

Online Inspection Scheduling

You can now schedule inspection requests online at www.tigard-or.gov. Under *Help Me To...*, *Services*, click on the *Schedule an Inspection* to be directed to the online services page. Under the Building tab, click on *Schedule an Inspection* and enter the permit number in the Record Number field, click on *Search* to open the permit and schedule request.

Schedule An Inspection

Step 1: Access Main Menu.

Press [1] To schedule an inspection.

Step 2: Enter Permit Type.

- Press [01] BUP Building - structural
Press [02] ELC Electrical
Press [03] ELR Restricted Energy
Press [04] MEC Mechanical
Press [05] MST Master-Residential Combo
Press [06] PLM Plumbing
Press [07] SIT Site Work
Press [08] SWR Sewer Connection
Press [09] FPS Fire Protection System
Press [10] RER Re-Roof
Press [11] CMS Commercial Manufact. Struct.
Press [12] SFM Single-Family Manufact. Struct.
Press [13] PFI Public Facilities Improvement

Step 3: Enter Permit Number.

Enter the numerical portion only of your permit number including all zeros, followed by the # sign. For example, permit number BUP2013-00246, would be entered as 201300246#.

The system will verify the permit number and the job site address.

Step 4: Enter Inspection Code.

- **Enter inspection code followed by the # sign.**

See list of inspection codes on the back of this *User Guide*, or use system prompts to hear a list of codes.

Step 5: Select Inspection Date.

System allows scheduling up to 3 business days out.

- **Listen carefully for the next available date.**

Step 6: Additional Options.

- Leave a message for the inspector.
- Request another inspection on the same or a different permit.
- **Get a confirmation number to confirm that message and inspection has been recorded.**
- Return to the Main Menu.

Cancel An Inspection

Step 1: Access Main Menu.

Press [2] To cancel an inspection.

Step 2: Follow Steps 2-4 for “Schedule An Inspection”.

Step 3: Additional Options.

- Reschedule the inspection.
- Cancel another inspection for the same or a different permit.
- Get a confirmation number.
- Return to the Main Menu.

To cancel an inspection after 7 a.m. for that same day, please call building division staff at 503-718-2439.

Obtain Inspection Results

Step 1: Access Main Menu.

Press [3] To obtain inspection results.

Step 2: Follow Steps 2-4 for “Schedule An Inspection”.

Step 3: Additional Options.

- Hear message from the inspector.
- Listen to more results for the same or a different permit.
- Get a confirmation number.
- Reschedule failed inspections.
- Return to Main Menu.

Reinspection fees must be paid by 4:30 p.m. for inspections the next available date.