

# Start by visiting [BuildingPermits.Oregon.gov](http://BuildingPermits.Oregon.gov)

You do not need to login or create an account to schedule inspections.

## How to schedule an inspection

1. Hover your mouse over the large green **Schedule** box across the top of the website, then click on the “**Building Inspection**” link. You can also navigate mid-way down on the BuildingPermits.Oregon.gov website and click on the link “**Schedule Inspections**,” under the type of inspection you are wanting schedule (Building, Onsite/Septic, or Public Works).

The screenshot shows the top portion of the BuildingPermits.Oregon.gov website. At the top, there is a large green box with three options: "Building Inspection" (which is highlighted with a mouse cursor), "Onsite/Septic Inspection", and "Public Works Inspection". Below this is a navigation menu with links for "Home", "Building", "Planning", "Licensing", "Onsite/Septic", and "Public Works". Under the navigation menu is an "Advanced Search" dropdown. The main content area is divided into two columns. The left column contains a welcome message, a link to the "Oregon Inspections App" (with "IOS" and "Android" sub-links), and a section titled "What would you like to do today?" which lists "Home", "Building", "Planning", "Licensing", "Onsite/Septic", and "Public Works". Each of these categories has a "Search" link and a "Schedule Inspections" button. The right column contains a "Login" section with fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and links for "I've forgotten my password" and "New Users: Register for an Account". A blue "Login »" button is located at the bottom right of the login section.

2. Under **General Search**, enter the **Permit/Application #** or the **Street # and Street Name**. **Note:** Change the **Start Date** field to find permits over a year old. Search either by the **Permit/Application #** or by the **Street # and Street Name**, not both. Also less is more for searching, please leave all other fields blank.

## General Search

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**Change the Start Date field to find permits over a year old.**

Start Date:   ? End Date:  

Permit/Application #:

Street #:  To  ? Street Name:  ? Unit Type:  ? Unit #:  ?  
City:  Zip:  Parcel #:

Project Name:

License #:  License Type:

Name of Business:

3. Click on the "Schedule an Inspection" link.

### Inspections

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Click [here](#) to view a list of the Oregon Standard Model Inspection Codes.  
[Modelo Estándar de Oregon Códigos de inspección](#)

Once scheduled, the inspection will move to the end of the list of Pending 'Scheduled'.

#### Upcoming (1)

**Schedule an Inspection:**

**Note:** if you see an inspection that has been pre-pended to your record/permit, click on the "Actions" link next to the inspection type you are scheduling, then click the "Schedule" link.

### Upcoming (1)

#### Schedule an Inspection

Click the link above to schedule or request one.

TBD at TBD Pending 4999 Final Electrical

Inspector: unassigned

Actions ▾

View Details

Schedule

4. Select the type of inspection you are scheduling from the available inspection types, then click the "Continue" button.

**Note:** The available inspection types will differ based on the type of record/permit. You can only schedule one in inspection type at a time.

#### Schedule an Inspection

##### Available Inspection Types (22)

- 4999 Final Electrical (required)
- 4500 Rough Electrical (required)
- 4000 Temporary Power Service (required)
- 4110 Grounding/Bonding (required)
- 4120 UFER Ground (required)
- 4140 Underground Electric (required)
- 4150 Under-slab Electric (required)
- 4155 Floor Heating (required)
- 4200 Reconnect Service (required)
- 4220 Electrical Service (required)

< Prev 1 2 3 Next >

Continue

Cancel

5. To continue, select an appointment date and time range by selecting a day on the calendar and then click in the circle to select, All Day, then click the "Continue" button.

#### Schedule an Inspection

Inspection type: 1050 Excavation

To continue, select an appointment date and time range by clicking a link on the calendar below:

Mar 2020							Apr 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
																				31

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Next >

##### Available Times for Wednesday, Mar 25 2020

All Day

Continue

Back

Cancel

6. Next verify that the Location and Contact information is correct. If the Contact information needs changed, click on the **"Change Contact"** link, enter in the **First Name**, **Last Name**, and **Phone Number**, then click the **"Submit"** button. Next click the **"Continue"** button.

## Schedule an Inspection

### Location and Contact

Verify whether the location and contact person for the selected inspection are correct.

#### Location

1131 NW DOGWOOD AVE  
REDMOND OR 97756

#### Contact

Melissa Snell

#### Change Contact ▾

Select an existing contact

Melissa Snell ▾

Specify another person *(for this inspection only)*

\* First Name      Middle Name      \* Last Name

Bob           Smith

\* Phone Number

503-111-1111

**Submit** ← [Cancel](#)

**Continue** ← [Back](#) [Cancel](#)

7. Confirm your selection and details. To add any additional information and/or notes for your inspector, click on the **"Include Additional Notes"** link and type into the text box. If any of the information is incorrect, click on the **"Back"** or **"Cancel"** link, otherwise click the **"Finish"** button. **Note:** Additional Notes only show in the back office to the inspector, if you need to change the comments, you will need to reschedule the inspections and enter in the new comments.

# Schedule an Inspection

## Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection. Requested time is subject to Inspector availability.

**Inspection Type:** 1050 Excavation  
**Date and Time:** 03/25/2020  
**Location:** 1131 NW DOGWOOD AVE  
REDMOND OR 97756  
**Contact:** Bob Smith 5031111111

### Include Additional Notes

Optional Comments or Instructions for your Inspector:

Gate code is 0123.

### spell check

(Please include an alternate phone number if different from the contact information provided in your application.)

### Cancellation and Reschedule Policy:

Reschedule must be made before 07:00 AM.  
Cancellations must be made before 07:00 AM.

**Finish** ← **Back** **Cancel**

8. You have now successfully scheduled an inspection. To Cancel or Reschedule, click on the "Actions" link and make your selection. **Note:** you can return to this screen after your inspection has taken place to view the status and/or the Inspector's notes, under the "Completed" inspections section, click on the "View Details" link next to the inspection you are inquiring about.

## Inspections

Click [here](#) to view a list of the Oregon Standard Model Inspection Codes.  
[Modelo Estándar de Oregon Códigos de inspección](#)

Once scheduled, the inspection will move to the end of the list of Pending or Scheduled inspections, and its status will change to 'Scheduled'.

### Upcoming (1)

#### Schedule an Inspection

Click the link above to schedule or request one.

03/25/2020 at TBD Scheduled 1050 Excavation  
Inspector: James Butler

Actions ▾

View Details  
Reschedule  
Cancel

### Completed (1)

Information Only - 1

Information Only 1925 Consultation - Building (4139777)  
Result by: James Butler on 10/23/2019 at 02:20 PM

View Details