

## Inspection Code List

### Building

205	Footing
210	Foundation walls
215	Footing drain
220	Slab
225	Post/beam structural
230	Underfloor insulation
235	Shear walls/anchors
240	Exterior sheathing
242	Interior shear walls
245	Firewall
250	Roof nailing
255	Wtr proofing 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

905	Sprinkler underfloor/slab
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
420	Sprinkler supply lines
495	Misc. inspection
498	Grading final
499	Final inspection

### Manufactured Structure

805	MFG-Structure grading/footing
810	MFG-Structure set-up
899	MFG-Structure final

### 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
140	Sign installation
145	A/C or heating unit circuit
150	Hot tub/spa/pool
195	Misc. inspection
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
695	Misc. inspection
699	Mechanical final

### Plumbing

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

### Sewer

505	Sanitary sewer
595	Misc. inspection
599	Final inspection

## *User Guide*

# Automated Inspection Request

**503.639.4175**  
(24 hours a day)



## CITY OF TIGARD

**Building Division**  
13125 SW Hall Blvd.  
Tigard, OR 97223  
503.639.4171  
[www.tigard-or.gov](http://www.tigard-or.gov)

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## System Information

In an ongoing commitment to improve customer service, the City of Tigard building division has installed an automated inspection request system for inspections, 24 hours a day, 7 days a week, with a cut-off time of 7:00 AM for inspections that business day.

**Note:** Service is suspended between the hours of 2:00 AM and 3:00 AM for system maintenance.

**Normal inspection hours:  
Tuesday-Friday, 8:00 AM to 3:30 PM\***

**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**  
(24 hours a day)

**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 2009:  
1/1, 1/19, 2/16, 5/25, 7/3, 9/7, 11/11, 11/26, 11/27 and 12/25.**

## 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.

**Step 3: Enter Permit Number.**

Enter all digits of your permit number, including all zeros, followed by the # sign.

Example: For permit number BUP2009-00246, enter 200900246#.

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

**Step 4: Enter Inspection Code.**

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

**Step 5: Additional Options.**

- Leave a message for the inspector.
- Request another inspection on the same or a different permit.
- Get a confirmation number.
- 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.

**Note: If you call after 7:00 AM to cancel an inspection for that day, you will need to call building 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 PM for inspections the next business day.**