



## City of Tigard Online Inspection Scheduling

The City of Tigard provides online inspection services, 24 hours a day, 7 days a week. The online inspection services allow you to schedule or cancel inspection requests, and obtain inspection results. To use the online inspection services, you will need to have the following:

- Permit record number.
- Inspection code (see complete *Inspection Code List* on page 14 of these instructions).

### ➤ Inspection Hours

Inspections are performed Monday – Friday, 8 a.m. – 3:30 p.m.

### ➤ Inspection Cut-Off Time

The inspection cut-off time is 7 a.m. for an inspection that same business day. If the system has reached the scheduled limit for that day, the system will prompt you with the next available date.

### ➤ Inspection Cancellations

The online inspection services allow you to cancel an inspection and reschedule for another day.

**If you are cancelling an inspection scheduled for that same day after 7 a.m., please call the Building Permit Technicians at 503-718-2439.**

### ➤ Customer Service Assistance

For assistance with online inspection services, contact the Building Permit Technicians at 503-718-2439.

### ➤ Online Inspection Scheduling Instructions

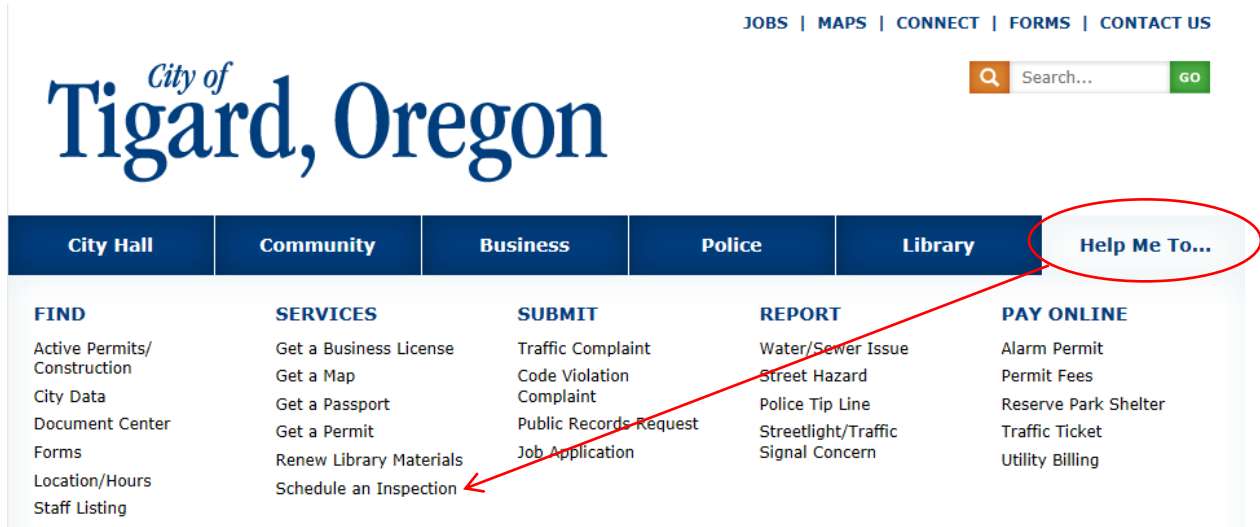
The following instructions can be used as a reference guide as you navigate through the online inspection scheduling system.



# Online Inspection Scheduling - Instructions

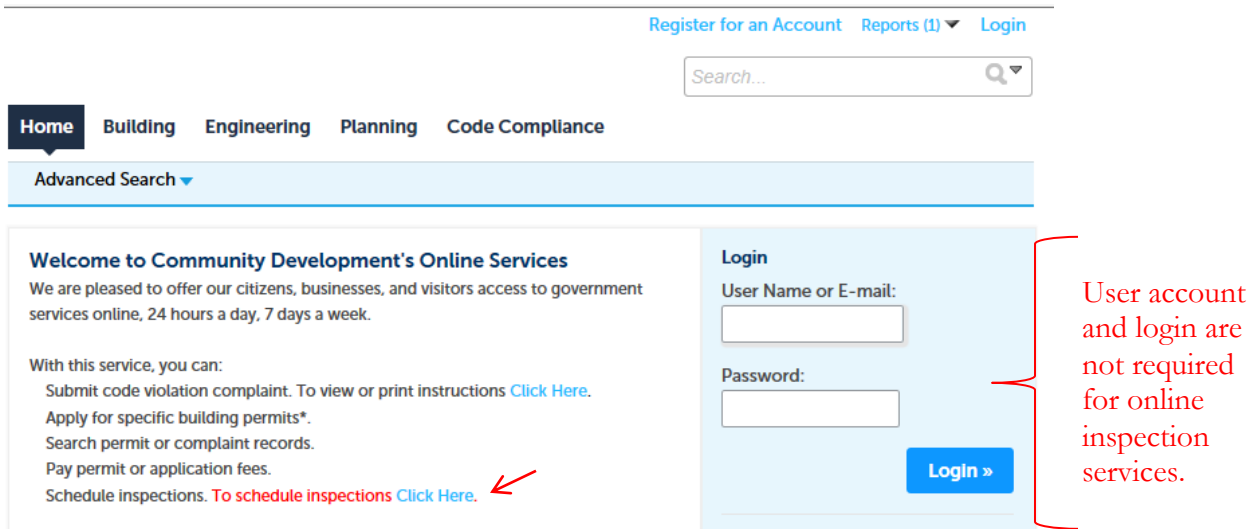
## ➤ To Get Started

Open the City of Tigard’s website home page at [www.tigard-or.gov](http://www.tigard-or.gov). Under **Help Me To.....Services**, click on **Schedule an Inspection** to be directed to the online services page.



Under the service to **Schedule Inspections**, click on the [link](#) to the online inspections page. You will be directed to the Community Development’s online services home page.

**You are not required to register for an account and login to use the online inspection services.**





## ➤ Scheduling Inspections

To schedule an inspection, enter the permit **record number** in the record number field in the format as shown in the example.

Click on **Continue** when finished entering the record number.



### Welcome to Online Inspections

This system will allow you to schedule, cancel or reschedule inspections and obtain inspection results. You will need a permit record number to use this system.

Example: BUP2016-12345

Record Number

[Return to Search Permit Records](#)

City of Tigard | 13125 SW HALL BLVD., TIGARD, OR 97223 | 503-718-2439 | Email

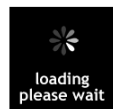


**Please allow a few moments while the system searches for your permit record.**

Example: BUP2016-12345

Record Number

[Return to Search Permit Records](#)





The record number and record information will be displayed.

Click on the **Schedule Inspection** tab.



A horizontal navigation bar with four tabs: "View Inspections", "Schedule Inspection" (highlighted with a red arrow), "Return to Scheduling", and "Search Permit Records".

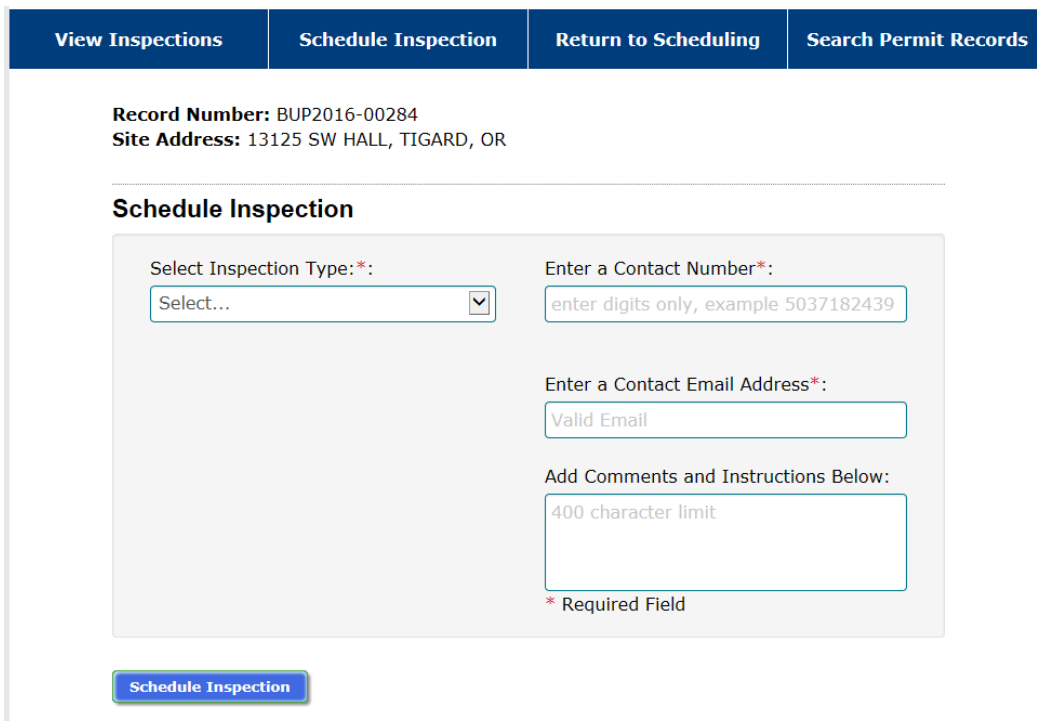
**Record Number:** BUP2016-00284  
**Address:** 13125 SW HALL, TIGARD, OR

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

### Inspection List

There are no inspections on record for this permit.

The schedule inspection screen will be displayed.



A screenshot of the "Schedule Inspection" screen. At the top, there is a navigation bar with four tabs: "View Inspections", "Schedule Inspection" (highlighted), "Return to Scheduling", and "Search Permit Records". Below the navigation bar, the record information is displayed: "Record Number: BUP2016-00284" and "Site Address: 13125 SW HALL, TIGARD, OR". The main section is titled "Schedule Inspection" and contains a form with the following fields:

- "Select Inspection Type\*": A dropdown menu with "Select..." and a downward arrow.
- "Enter a Contact Number\*": A text input field with the placeholder "enter digits only, example 5037182439".
- "Enter a Contact Email Address\*": A text input field with the placeholder "Valid Email".
- "Add Comments and Instructions Below:": A text area with the placeholder "400 character limit".

At the bottom of the form, there is a blue button labeled "Schedule Inspection". A note at the bottom right of the form area states "\* Required Field".



Click on the dropdown arrow to display a list of **inspection types**.

Select Inspection Type:\*:  
Select... ▼

Select an inspection type from the list.

Select...  
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

Once you have selected an inspection type, the **Select Inspection Date** calendar will be activated. The system will default to the next available inspection date.

If you prefer a different date, click on the **Calendar** button to select a new date.

Select Inspection Type:\*:  
275 Framing ▼

Select Inspection Date:\*:  
10/06/2016 📅

Click on a **Calendar** date to schedule an inspection.

The system allows scheduling for the next available 7 business days.

October 2016

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

10/07/2016 📅



## Online Inspection Scheduling - Instructions

The inspection type that you select may require that you select an **inspection time**. Click on the dropdown arrow to display a list of available inspection times.

Select Inspection Time\*:  
9 AM

Select an inspection time from the list.

Select Inspection Time\*:  
9 AM  
10 AM  
11 AM  
12 PM  
1 PM  
2 PM

Enter a **Contact Number** and **Contact Email Address** in format shown in the spaces provided. You may also enter **Comments and Instructions** for the inspector regarding your inspection.

Example: “Please call one hour prior to arrival”, or “Access code is 1234”.

Click on **Schedule Inspection** button when finished entering inspection information.

Select Inspection Type\*:  
275 Framing

Enter a Contact Number\*:  
enter digits only, example 5037182439

Select Inspection Date\*:  
10/07/2016

Enter a Contact Email Address\*:  
Valid Email

Add Comments and Instructions Below:  
400 character limit

\* Required Field

Schedule Inspection



Please allow a few moments while the system schedules your inspection.

Select Inspection Type\*:

Enter a Contact Number\*:

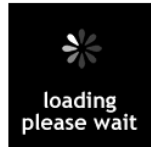
Select Inspection Date\*:

Enter a Contact Email Address\*:

Add Comments and Instructions Below:

\* Required Field

Schedule Inspection



The system will **confirm** that your inspection was scheduled and return a **confirmation number**.

Record Number: BUP2016-00284  
Site Address: 13125 SW HALL, TIGARD, OR

Your inspection is confirmed. Please make sure to save your confirmation number.

### Confirmation Details

Confirmation Number:	8663543
Inspection:	275 Framing
Scheduled Date:	10/06/2016
Scheduled Time:	
Contact Number:	5037182430
Contractor Requests:	Please call 503-718-2430 one hour prior to arrival.

Print    Schedule Another    Return to Inspections



# Online Inspection Scheduling - Instructions

## ➤ View Inspections

From this screen, you can:

- **Print** your inspection confirmation.
- **Schedule Another** inspection on this permit.
- **Return to Inspections** to schedule an inspection on a different permit.

Click on **View Inspections** tab or the **Return to Inspections** button to see a list of inspections for this permit.

Record Number: BUP2016-00284  
Site Address: 13125 SW HALL, TIGARD, OR

Your inspection is confirmed. Please make sure to save your confirmation number.

**Confirmation Details**

Confirmation Number:	8663939
Inspection:	280 Insulation
Scheduled Date:	10/11/2016
Scheduled Time:	
Contact Number:	5037182430
Contractor Requests:	Please call 503-718-2430 one hour prior to arrival.

Print Schedule Another **Return to Inspections**

From the **Inspection List** screen, you can:

- See inspection **Details**.
- **Cancel** an inspection.
- **Reschedule** an inspection.

The inspection list will show only the most recent inspection scheduled for that type. Click on **Details** to see the inspection results and a complete history by inspection type.

Record Number: BUP2016-00284  
Address: 13125 SW HALL, TIGARD, OR

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

### Inspection List

Inspections	Status	Scheduled Date	Actions
275 Framing	PASS		Details   Schedule
280 Insulation	FAIL		Details   Schedule
285 Drywall nailing	Scheduled	10/14/2016	Details   Cancel   Reschedule
299 Final inspection	Scheduled	10/14/2016	Details   Cancel   Reschedule





## ➤ Inspection Results and History

The inspection details will be displayed including **Result Comments**.  
Click on **Inspection History** to see a history of inspection results for the same inspection type.

**Record Number:** BUP2016-00284  
**Address:** 13125 SW HALL, TIGARD, OR  
**Inspection Code:** 280 Insulation

### Inspection Details

<b>Status:</b>	FAIL		
<b>Scheduled Date:</b>	10/11/2016		
<b>Inspector:</b>	CBARNETT		
<b>Completed Date:</b>	10/11/2016		
<b>Result Comments:</b>	<table border="1"> <tr><td><b>Comment</b></td></tr> <tr><td>Missed wall on left hand side and not completely to top plate in master bedroom.</td></tr> </table>	<b>Comment</b>	Missed wall on left hand side and not completely to top plate in master bedroom.
<b>Comment</b>			
Missed wall on left hand side and not completely to top plate in master bedroom.			

[Inspection History](#)

The **Inspection History** for just this inspection type is displayed.

Click on the **Print button** to print the inspection history, or click on **Return to Inspections** button to return to inspection list for this permit.

**Record Number:** BUP2016-00284  
**Address:** 13125 SW HALL, TIGARD, OR  
**Inspection Type:** 280 Insulation

### Inspection History

Scheduled Date	Result Date	Status	Inspector Name	Result Comments
10/12/16	10/12/16	PASS	CBARNETT	
10/11/16	10/11/16	FAIL	CBARNETT	Missed wall on left hand side and not completely to top plate in master bedroom.

[Print](#)

[Return to Inspections](#)




## ➤ Reschedule Inspections

Click on **Reschedule** to reschedule an inspection.

**Record Number:** BUP2016-00284  
**Address:** 13125 SW HALL, TIGARD, OR

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

### Inspection List

Inspections	Status	Scheduled Date	Actions
275 Framing	PASS		<a href="#">Details</a>   <a href="#">Schedule</a>
280 Insulation	PASS		<a href="#">Details</a>   <a href="#">Schedule</a>
285 Drywall nailing	Scheduled	10/14/2016	<a href="#">Details</a>   <a href="#">Cancel</a>   <a href="#">Reschedule</a> 
299 Final inspection	Scheduled	10/14/2016	<a href="#">Details</a>   <a href="#">Cancel</a>   <a href="#">Reschedule</a>

To **reschedule** an inspection, the system will prompt you to:

- Click on calendar to **Select Inspection Date**.
- Enter **Contact Number** and **Contact Email Address**.
- Enter **Contractor Requests** information.

After entering reschedule information, click on **Confirm Reschedule** or **Do Not Reschedule** to continue.

**Record Number:** BUP2016-00284  
**Site Address:** 13125 SW HALL, TIGARD, OR

### Reschedule Inspection

**Old Scheduled Date:**  
10/14/2016

**Inspection:**  
285 Drywall nailing

Select Inspection Date\*:

Enter a Contact Number\*:

Enter a Contact Email Address\*:

Contractor Requests:

\* Required Field

[Confirm Reschedule](#) [Do Not Reschedule](#)



# Online Inspection Scheduling - Instructions

The system will **confirm** that your inspection was scheduled and return a **confirmation number**.

**Record Number:** BUP2016-00284  
**Site Address:** 13125 SW HALL, TIGARD, OR

Your inspection is confirmed. Please make sure to save your confirmation number.

### Confirmation Details

<b>Confirmation Number:</b>	8664326
<b>Inspection:</b>	285 Drywall nailing
<b>Scheduled Date:</b>	10/12/2016
<b>Scheduled Time:</b>	
<b>Contact Number:</b>	5037182430
<b>Contractor Requests:</b>	Prefer PM inspection time.

[Print](#) [Schedule Another](#) [Return to Inspections](#)

### ➤ Cancel Inspections

Click on **Cancel** to cancel an inspection.

**Record Number:** BUP2016-00284  
**Address:** 13125 SW HALL, TIGARD, OR

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

### Inspection List

Inspections	Status	Scheduled Date	Actions
275 Framing	PASS		<a href="#">Details</a>   <a href="#">Schedule</a>
280 Insulation	PASS		<a href="#">Details</a>   <a href="#">Schedule</a>
285 Drywall nailing	Scheduled	10/12/2016	<a href="#">Details</a>   <a href="#">Cancel</a>   <a href="#">Reschedule</a>
299 Final inspection	Scheduled	10/14/2016	<a href="#">Details</a>   <a href="#">Cancel</a>   <a href="#">Reschedule</a>



The system will prompt you to **Confirm Cancellation** or **Do Not Cancel** inspection.

**Record Number:** BUP2016-00284  
**Site Address:** 13125 SW HALL, TIGARD, OR

Please confirm this cancellation.

### Cancel Inspection

**Inspection:** 299 Final inspection  
**Scheduled Date:** 10/14/2016

[Confirm Cancellation](#)

[Do Not Cancel](#)

The **Confirmation of Cancellation** will confirm inspection was cancelled.

**Record Number:** BUP2016-00284  
**Site Address:** 13125 SW HALL, TIGARD, OR

Your inspection is cancelled.

### Confirmation of Cancellation

**Inspection:** 299 Final inspection  
**Date:** 10/14/2016

[Print](#)

[Return to Inspections](#)



### ➤ Other Features

From the **Inspection List** screen, you can continue to perform inspection tasks for the same permit, or you can:

- **Return to Scheduling** to schedule an inspection on a **different permit**.
- **Search Permit Records** under online services by returning to the login screen.

View Inspections
Schedule Inspection
Return to Scheduling
Search Permit Records

**Record Number:** BUP2016-00284  
**Address:** 13125 SW HALL, TIGARD, OR

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

**Inspection List**

Inspections	Status	Scheduled Date	Actions
275 Framing	PASS		<a href="#">Details</a>   <a href="#">Schedule</a>
280 Insulation	PASS		<a href="#">Details</a>   <a href="#">Schedule</a>
285 Drywall nailing	Scheduled	10/12/2016	<a href="#">Details</a>   <a href="#">Cancel</a>   <a href="#">Reschedule</a>
299 Final inspection	Cancelled		<a href="#">Details</a>   <a href="#">Schedule</a>

By clicking on **Search Permit Records** you will be redirected to the **online services** home page to apply for specific permits online, search existing permit records, or pay permit fees.

[Register for an Account](#) | [Reports \(1\)](#) | [Login](#)

**Home**
Building
Engineering
Planning
Code Compliance

**Advanced Search** ▾

**Welcome to Community Development's Online Services**

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

With this service, you can:

- Submit code violation complaint. [To view or print instructions](#) [Click Here](#).
- Apply for specific building permits\*.
- Search permit or complaint records.
- Pay permit or application fees.
- Schedule inspections.

\*Only valid licensed professionals may register for a user account and apply for specific electrical, mechanical and plumbing permits at this time. If you have a valid license, please register for an account, or login if you are already registered to take advantage of the additional services offered to you through this site.

For assistance with online services, contact the Building Permit Technicians at 503-718-2439. We trust this will provide you with a higher level of service that makes living and working in our community a more enjoyable experience.

Please "Allow Pop-ups From This Site".

**What would you like to do today?**  
To get started, select one of the services listed below:

**Login**

User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer  
[I've forgotten my password.](#)  
[New Users: Register for an Account](#)



➤ **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
- 795 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