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.
➢ To Get Started

Open the City of Tigard’s website home page at 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.

Please allow a few moments while the system searches for your permit record.
The record number and record information will be displayed.

Click on the **Schedule Inspection** tab.

The schedule inspection screen will be displayed.

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**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.

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

**Schedule Inspection**

- **Select Inspection Type**:  
- **Enter a Contact Number**: enter digits only, example 5037182439
- **Enter a Contact Email Address**: Valid Email
- **Add Comments and Instructions Below**: 400 character limit

* Required Field

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

Select an inspection type from the list.

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.

Click on a Calendar date to schedule an inspection. The system allows scheduling for the next available 7 business days.
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 an inspection time from the list.

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

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

* Required Field
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.

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.
Online Inspection Scheduling - Instructions

➢ 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.

<table>
<thead>
<tr>
<th>Record Number:</th>
<th>BUP2016-00284</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>13125 SW HALL, TIGARD, OR</td>
</tr>
<tr>
<td>Inspection Code:</td>
<td>280 Insulation</td>
</tr>
</tbody>
</table>

**Inspection Details**

<table>
<thead>
<tr>
<th>Status:</th>
<th>FAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Date:</td>
<td>10/11/2016</td>
</tr>
<tr>
<td>Inspector:</td>
<td>CBARNETT</td>
</tr>
<tr>
<td>Completed Date:</td>
<td>10/11/2016</td>
</tr>
</tbody>
</table>

**Result Comments:**

Missed wall on left hand side and not completely to top plate in master bedroom.

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.

<table>
<thead>
<tr>
<th>Record Number:</th>
<th>BUP2016-00284</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>13125 SW HALL, TIGARD, OR</td>
</tr>
<tr>
<td>Inspection Type:</td>
<td>280 Insulation</td>
</tr>
</tbody>
</table>

**Inspection History**

<table>
<thead>
<tr>
<th>Scheduled Date</th>
<th>Result Date</th>
<th>Status</th>
<th>Inspector Name</th>
<th>Result Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/16</td>
<td>10/12/16</td>
<td>PASS</td>
<td>CBARNETT</td>
<td></td>
</tr>
<tr>
<td>10/11/16</td>
<td>10/11/16</td>
<td>FAIL</td>
<td>CBARNETT</td>
<td>Missed wall on left hand side and not completely to top plate in master bedroom.</td>
</tr>
</tbody>
</table>

[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

<table>
<thead>
<tr>
<th>Inspections</th>
<th>Status</th>
<th>Scheduled Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>275 Framing</td>
<td>PASS</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>280 Insulation</td>
<td>PASS</td>
<td></td>
<td>Details</td>
</tr>
<tr>
<td>285 Drywall nailing</td>
<td>Scheduled</td>
<td>10/14/2016</td>
<td>Details</td>
</tr>
<tr>
<td>299 Final Inspection</td>
<td>Scheduled</td>
<td>10/14/2016</td>
<td>Details</td>
</tr>
</tbody>
</table>

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

**Record Number:** BUP2016-00284  
**Site Address:** 13125 SW Hall Blvd., TIGARD, OR

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

<table>
<thead>
<tr>
<th>Confirmation Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Confirmation Number:</strong></td>
</tr>
<tr>
<td><strong>Inspection:</strong></td>
</tr>
<tr>
<td><strong>Scheduled Date:</strong></td>
</tr>
<tr>
<td><strong>Contact Number:</strong></td>
</tr>
<tr>
<td><strong>Contractor Requests:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Schedule Another</td>
</tr>
<tr>
<td>Return to Inspections</td>
</tr>
</tbody>
</table>

**Cancel Inspections**

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

**Record Number:** BUP2016-00284  
**Address:** 13125 SW Hall Blvd., 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**

<table>
<thead>
<tr>
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<th>Status</th>
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<tr>
<td>299 Final Inspection</td>
<td>Scheduled</td>
<td>10/14/2016</td>
<td>Details</td>
</tr>
</tbody>
</table>
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**

<table>
<thead>
<tr>
<th>Inspection</th>
<th>299 Final inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Date</td>
<td>10/14/2016</td>
</tr>
</tbody>
</table>

![Confirm Cancellation Button][1]  ![Do Not Cancel Button][2]

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

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

Your inspection is cancelled.

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**Confirmation of Cancellation**

<table>
<thead>
<tr>
<th>Inspection</th>
<th>299 Final inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>10/14/2016</td>
</tr>
</tbody>
</table>

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[1]: #  
[2]: #
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.

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.
Online Inspection Scheduling - Instructions

▶ 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