## PFI Inspection Codes

### 705 Sanitary Sewer Installation
- Mainline and lateral installation
- Manhole installation

### 708 Sanitary Sewer System Test
- Compaction
- Mandrel
- Pressure test
- Hydro cleaning and TVI inspection

### 711 Storm Sewer Installation
- Mainline and lateral installation
- Manhole and catch basin installation

### 714 Storm Sewer System Test
- Compaction
- Mandrel
- Hydro cleaning and TVI inspection

### 717 LIDA Water Quality Final
- Grade
- Amended soil
- Plantings

### 720 Water Main Installation
- Mainline and service installation
- Hydrant installation

### 723 Water Main Test and Disinfection
- Flush and fill
- Pressure test
- Super chlorination
- Retention period
- Chlorination disposal
- Bacteria sampling

### 726 Street Installation
- Subgrade
- Base rock

### 729 Street Test
- Proof roll curb and roadway

### 729 Street Test
- Curb proof roll
- Subgrade proof roll
- Final grade proof roll

## PFI Inspection Codes - continued

### 732 Asphalt Concrete Paving
- PCC curb pouring
- Base lift
- Final lift
- Compaction test

### 735 Approach/Sidewalk
- Sidewalks and approaches not associated with residential buildings

### 738 Underground Utilities and PUE
- Pipe installation
- Utility company inspection
- Shading
- Street light installation

### 741 Punch List
- Walk through and final

## Erosion Control Inspection Codes

### 750 Initial Erosion Control

### 755 Regular Erosion Control
- (system generated)

### 798 Final Erosion Control

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**Public Facilities Improvement PFI Permit**

**City of Tigard**

BUILDING DIVISION

13125 SW Hall Blvd. | Tigard, OR 97223

503-718-2439 | www.tigard-or.gov
The City of Tigard has an automated inspection request system for scheduling inspections, 24 hours a day, 7 days a week, with a cut-off time of 7 a.m. for inspections scheduled on regular business days.

### PFI Permit Regular Inspection Days/Hours:
Monday-Thursday, 8 a.m. to 5:00 p.m.

Note: Inspections will not be scheduled on the following 2019 holidays: 1/1, 1/21, 2/18, 5/27, 7/4, 9/2, 11/11, 11/28, 11/29 and 12/25.

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 record number
- An inspection code (see Inspection Code List on 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

**Online Option for Inspection Scheduling**
Schedule inspections online at www.tigard-or.gov. Under Help Me To..., Services, click on link to Schedule an Inspection. Enter the permit record number in the Record Number field, click on Continue to open the permit and click on Schedule Inspection tab to schedule an inspection. Inspection results can also be obtained from this website by searching for the permit record number.

### System Information

### Schedule An Inspection

**Step 1:** Access Main Menu

**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

**Step 3:** Enter Permit Number
- Enter the numerical portion only of your permit number including all zeros, followed by # sign.

For example, permit number PFI2019-00246, would be entered as 201900246#. The system will verify the permit number and the job site address.

**Step 4:** Enter Inspection Code
- Enter inspection code followed by # sign.

See list of inspection codes on back of 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 engineering technician at 503-684-4977.**

### Obtain Inspection Results

**Step 1:** Access Main Menu

**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. prior to scheduling another inspection.**