

Inspection Code List

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

Inspections

Automated Request System User Guide

503-639-4175

24 Hours a Day

**Public Facilities
Improvement
PFI Permit**

July 1, 2019



City of Tigard

BUILDING DIVISION

13125 SW Hall Blvd. | Tigard, OR 97223
503-718-2439 | www.tigard-or.gov

System Information

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.

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.
- Press [13] PFI Public Facilities Improvement

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

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 p.m. prior to scheduling another inspection.