

Washington County's Inspection Request Process IVR (Interactive Voice Response)

In an ongoing commitment to improve customer service, Washington County has an Interactive Voice Response System for scheduling inspections and retrieving results from your phone at any time of the day or night.

When you call the system you can:

1. Schedule an inspection through the phone.
2. Get instant results of the called inspection.
3. Retrieve voice messages from inspectors.
4. Cancel inspections.
5. Hear information lines, such as: Hours of operation, location, IVR codes and a phone directory for Building Services personnel.

As you become familiar with this system:

You will learn how to fast-track through the introduction and schedule work or get results.

Thank you for using our system.

Our goal is an inspection system that makes the process smoother, quicker, and more efficient.

Nadine Smith
Current Planning
Interim Manager

John McAllister
Building Official

**Washington County
Land Use and Transportation, Building Services
IVR Instructions**

TO HELP MAKE THE INSPECTION PROCESS SMOOTHLY, PLEASE FOLLOW THESE RULES:

To schedule an inspection, please call our Interactive Voice Response (IVR) system: 503-846-3699.
We do not accept inspection requests by e-mail through our website.

Please have the following information available before calling:

1. Permit (activity) number: (The permit (activity) number is 05 and six more numbers and starting January 1st, 2009, we will be using the year the permit is issued, such as 09 and six more numbers). Please enter all eight numbers when requesting your inspection through the IVR.
2. Type of inspection (3-digit code number for the IVR) (See the instruction packet you were given or they are available through the IVR or our website, www.co.washington.or.us).

Calls received **before midnight** will be processed the following business day.

Calls received **after midnight** will be processed the next day.

Inspections are done Monday –Friday from 8:30 a.m. to 3:30 p.m. If you need to arrange a time for your inspection, please call 503-846-3470 after 8 am the morning of the inspection. You will need the permit number, address of the job and type of inspection so the staff member who answers the phone can transfer you to the correct inspector.

When you dial the IVR – 503-846-3699:

You will hear - “Thank you for calling the Washington County Building Inspection Line.

To Schedule an Inspection, press 1.

To Cancel or Reschedule an Inspection, press 2.

To Obtain Inspection Results, press 3.

For Fax on Demand or General Information, press 4.

To Speak to Department Staff you may press 0 at any time during this call.

To hear General Information, press the * key.

During business hours, you may press “0” to reach an operator. If you make an error while entering the data into the IVR, you can press # at any time to back up and start over or end the call.

If you need to cancel or reschedule an inspection, press 2, on the initial menu, and continue following the instructions. Please remember that if you call to cancel an inspection, you must do so before midnight. If not, you will need to call 503-846-3470 after 8 a.m. the morning of the inspection to notify us of the cancellation.

If you want to check results, press option 3, on the initial menu, and follow the instructions. Sometimes the inspector will leave a message to let you know what the corrections are. The IVR will give you an option to listen to their message. We hope this will help you to access information faster to continue your project.

If you experience any problems, please call 503-846-3470 from 8 a.m. – 5 p.m. and we will be glad to help you. If at all possible, try to avoid calling for your inspection requests from 3-5 p.m. in the afternoon. That is the busiest request time, so it is hard to get an available line.

The address must be posted on the job site prior to the first called inspection and be readable from the street. Lot corner pins and a line must be available for “setback” check by the inspector.

The Building permit will expire within 2 years from date of issuance and will become void if no work begins within 180 days. To apply for an extension, a written request must be submitted to this office.

All work within the Public Road right-of-way requires a permit, including road cuts for sewer, water, telephone, electricity and gas. Please call Operations at 503-846-7623 for right-of-way permits.

For any additional information, Please Call 503-846-3470.

REQUIRED INSPECTIONS – IN ORDER

(As applicable to your project)

APPROVAL MUST BE GRANTED PRIOR TO PROCEEDING PAST THE POINT OF THE REQUIRED INSPECTION

APPROVED PLANS MUST BE ON SITE FOR THE INSPECTOR

Erosion Control – Call 503-681-4444 to request
Footing
Foundation/Crawl Area Drainage
Foundation Waterproofing at habitable spaces
Engineered Backfill for Basement/Retaining Walls
Sanitary Sewer Service/Water Service/Perimeter Rain Drains/Storm Sewer
Underfloor Plumbing & Plumbing Post & Beam
Underground Electrical (Commercial)
Structural & Mechanical Post & Beam
(prior to underfloor insulation)
Rough-In Plumbing
Electrical – Cover & Service
Low Voltage Electrical – Cover & Service
Electrical Wall/Ceiling Cover (Commercial)
Exterior Shearwall Nailing (prior to covering sheathing)
Framing/Fireplace/Rough-In Mechanical
Gas Line Test

(after Rough-In Plumbing & Cover & Service Electrical have been approved)

Insulation
Interior Shearwall
Final Plumbing
Final Electrical /Final Low Voltage

Final Plumbing and Final Electrical inspections must be approved before a Final Building inspection may be requested.

Erosion Control final inspection must be done prior to occupancy – call 503-681-4444
Structure may not be occupied before you receive an approved Final Building inspection.
Building/Mechanical Final

NOTE: FINAL APPROVAL MAY ALSO BE REQUIRED FROM LAND USE.

MOBILE HOMES

Footing
Blocking
Sewer, Water, Rain Drains (if applicable)
Set-Up Plumbing
Set-Up Electrical
Electrical Service (if applicable)
Skirting
Final Mobile

RESIDENTIAL INSPECTION CODE LIST

INSPECTION TYPE		INSPECTION TYPE	
Structural:	Code #	Plumbing:	Code #
Final Building	199	Final Plumbing	299
Setbacks	125	Plumbing Post & Beam	204
Excavation	149	Groundwork/Underground	207
Fire Access	194	Low Point Drain	209
Footing	105	Rough-In Plumbing	205
Foundation	106	Water Service	201
Foundation Drainage	143	Sanitary Sewer/Sewer Line	202
Structural Post & Beam	109	Storm Sewer	212
Framing	107	Rain Drains	213
Insulation	108	Shower Pan	208
Wallboard Nailing	111	Backflow Preventer	214
Approach/Sidewalk (Combo)	104	Fire Protection Supply System	216
Special Inspection	126	Plumbing Fire Stopping	248
Fire Wall	116	(For foundation drainage	
Interior Shearwall	127	inspections see structural	
Drywall Shear	146	inspection codes)	
Vapor Barrier	128		
Exterior Shearwall & Cover	135	Electrical:	Code #
Waterproofing	136	Final Electrical	499
Basement Slab	137	Low Voltage Final	411
Garage Slab	138	Underground Electric	402
Roofing	133	Cover & Service	403
Rebar	142	Service	405
Structural Steel	144	Temporary Service	401
Concrete Encased Electrode	145	Cover	404
Mechanical:	Code #	Low Voltage Underground	410
Final Mechanical	399	Low Voltage Cover	409
Mechanical Post & Beam	305	Hot Tub/Spa	408
Rough-In Mechanical	306	Pool Bonding	407
Gas Line	302	Pump/Irrigation	419
Heating Appliance	304	Slab Cover	420
Wood Stove/Fireplace	307	Electrical Fire Stopping	448
Manufactured Dwellings	Code #	Fire Sprinklers other than	Code #
Final Mobile	103	Multipurpose:	
Footing	105	Final Sprinkler System	141
Blocking	139	Rough-In Sprinkler	155
Skirting	140	Fire Protection Supply System	154
Special Inspection	126		
Set-Up Plumbing*	150		
Set-Up Electrical**	151		

*Connecting to existing water service and sanitary sewer within 30' of the dwelling, work done by owner or licensed MDI. New water and sanitary sewer lines or rain drain downspout connectors require a separate plumbing permit and installation by a licensed plumbing contractor or the property owner.

**Connecting to existing electrical service within 30' of the dwelling, work done by owner or licensed MDI. The installation of a new service or connection to a new service located on the dwelling requires a separate permit and installation by a licensed electrical contractor or the property owner.

COMMERCIAL INSPECTION CODE LIST

INSPECTION TYPE	Code #	INSPECTION TYPE	Code #
Structural:		Plumbing:	
Final Building	199	Final Plumbing	299
Temporary C of O	198	Plumbing Post & Beam	204
Pre-Final	189	Groundwork/Underground	207
Setbacks	125	Low Point Drain	209
Excavation	149	Rough-In Plumbing	205
Fire Access	194	Water Service	201
Footing	105	Sanitary Sewer/Sewer Line	202
Foundation	106	Storm Sewer	212
Foundation Drainage	143	Rain Drains	213
Structural Post & Beam	109	Showers Pan	208
Framing	107	Backflow Preventer	214
Ceiling Space	115	Med Gas	217
Floor Slab	129	Plumbing Fire Stopping	248
Interior Walls	124	Electrical:	Code #
Wallboard Nailing	111	Final Electrical	499
Insulation	108	Low Voltage Final	411
Fire Wall	116	Underground Electric	402
Structural Masonry	110	Temporary Service	401
Piling/Piers/Caissons	117	Low Voltage Underground	410
Shafts	118	Low Voltage Cover	409
Spray-Applied Fireproof	119	Cover	404
Firestop Systems	148	Cover & Service	403
Separation Walls	120	Ceiling Cover	414
Fire Dampers	121	Slab Cover	420
Interior Shearwall	127	Wall Cover	413
Drywall Shear	146	Low Voltage Wall	422
Special Inspection	126	Low Voltage Ceiling	421
High Strength Bolting	131	Service	405
Vapor Barrier	128	Feeders	418
Roofing	133	Hot Tub/Spa	408
Commercial Roof Nailing	147	Pool Bonding	407
Approach/Sidewalk	104	Pump/Irrigation	419
Exterior Shearwall & Cover	135	Electrical Sign	416
Rebar	142	Electrical Fire Stopping	448
Structural Steel	144	Sprinkler:	Code #
Concrete Encased Electrode	145	Final Sprinkler System	141
Land Use	801	Sprinkler System (Overhead)	122
Mechanical:	Code #	Rough-In Sprinkler	155
Final Mechanical	399	Fire Protection Supply System	154
Rough-In Mechanical	306	Grading:	Code #
Gas Line	302	Final Grading	599
Wood Stove/Fireplace	307	Site Preparation	501
HVAC	303	Fill Inspection	502
Heating Appliance	304	Site Inspection	503
Ventilating Hood	308	Special Inspection	504
Type 1 Hood	313	Excavation	505
Fire Suppression	312	Drainage/Terracing	506
Mechanical Seismic Bracing	371	Erosion Control	507
Mechanical Post & Beam	305	On-Site Storm Water	508
Fire Alarm:	Code #	Driveway/Private Road	509
Final Fire Suppression	134	Code Violations	510
Rough-In Fire Alarm	153		
Final Alarm System	114		
Free Standing Sign:	Code #		
Final Free Standing Sign	102		
Footing	105		