

**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. Your permit (activity) number which is 8 digits for the building permit or 5 digits for the Right Of Way permit.
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,
<http://www.co.washington.or.us/LUT/Divisions/Building/Inspections/inspection-codes.cfm>

Calls received **before six a.m.** will be processed that business day.

Calls received **after six a.m.** will be processed the following business 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.

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 six a.m. 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. You may also request the inspection results be sent to you by phone or fax - this option must be keyed in when you originally order your inspection through the IVR. 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.

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.

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.

Manufactured 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
Forms (Sidewalk/Approach)	104	Fire Protection Supply System	216
Special Inspection	126	Plumbing Fire Stopping	248
Fire Wall	116	(For foundation drainage inspections see structural inspection codes)	
Interior Shearwall	127		
Drywall Shear	146	Electrical:	Code #
Vapor Barrier	128	Final Electrical	499
Exterior Shearwall & Cover	135	Low Voltage Final	411
Waterproofing	136	Underground Electric	402
Basement Slab	137	Cover & Service	403
Garage Slab	138	Service	405
Roofing	133	Temporary Service	401
Rebar	142	Cover	404
Structural Steel	144	Low Voltage Underground	410
Concrete Encased Electrode	145	Low Voltage Cover	409
		Hot Tub/Spa	408
Mechanical:	Code #	Pool Bonding	407
Final Mechanical	399	Under Floor Heat	415
Mechanical Post & Beam	305	Pump/Irrigation	419
Rough-In Mechanical	306	Slab Cover	420
Gas Line	302	Electrical Fire Stopping	448
Heating Appliance	304		
Wood Stove/Fireplace	307	Fire Sprinklers other than Multipurpose:	Code #
		Final Sprinkler System	141
Manufactured Dwellings:	Code #	Rough-In Sprinkler	155
Final Mobile	103	Fire Protection Supply System	154
Footing	105		
Blocking	139	Right of Way:	Code #
Skirting	140	Forms (Sidewalk/Approach)	104
Special Inspection	126	Final Sidewalk/Access	160
Set-Up Plumbing*	150	OPS Utility	950
Set-Up Electrical**	151	OPS General Right of Way	951

*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		INSPECTION TYPE	
Structural:	Code #	Plumbing:	Code #
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	Shower 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	Under Floor Heat	415
Interior Shearwall	127	Slab Cover	420
Drywall Shear	146	Wall Cover	413
Special Inspection	126	Low Voltage Wall	422
High Strength Bolting	131	Low Voltage Ceiling	421
Vapor Barrier	128	Service	405
Roofing	133	Feeders	418
Commercial Roof Nailing	147	Hot Tub/Spa	408
Forms (Sidewalk/Approach)	104	Pool Bonding	407
Exterior Shearwall & Cover	135	Pump/Irrigation	419
Rebar	142	Electrical Sign	416
Structural Steel	144	Electrical Fire Stopping	448
Concrete Encased Electrode	145	Sprinkler:	Code #
Land Use	801	Final Sprinkler System	141
Mechanical:	Code #	Sprinkler System (Overhead)	122
Final Mechanical	399	Rough-In Sprinkler	155
Rough-In Mechanical	306	Fire Protection Supply System	154
Gas Line	302	Grading:	Code #
Wood Stove/Fireplace	307	Final Grading	599
HVAC	303	Site Preparation	501
Heating Appliance	304	Fill Inspection	502
Ventilating Hood	308	Site Inspection	503
Type 1 Hood	313	Special Inspection	504
Fire Suppression	312	Excavation	505
Mechanical Seismic Bracing	371	Drainage/Terracing	506
Mechanical Post & Beam	305	Erosion Control	507
Fire Alarm:	Code #	On-Site Storm Water	508
Final Fire Suppression	134	Driveway/Private Road	509
Rough-In Fire Alarm	153	Code Violations	510
Final Alarm System	114	Right of Way:	Code #
Free Standing Sign:	Code #	Forms (Sidewalk/Approach)	104
Final Free Standing Sign	102	Final Sidewalk/Access	160
Footing	105	OPS Utility	950
		OPS General Right of Way	951