Building		Grading		Electrical	
200	Footings	400	Site Prep	100	Res Rough In/Service
201	Footing/Foundation	405	Rough Grade	101	Service
203	Racking (Structural)	499	Grading Final	102	Feeder
204	Tilt Up Walls	DI	-	103	Tool Inspection
205	Foundation	Plun	O	104	Underground Electric
206	Comml Flatwork/Slab	300	Underfloor Plumbing	105	Res Rough In
207	Interior Slab on Grade	301	Underground Utilities	106	Res Limited Energy/Signal
208	Approach/Sidewalk	302	Trench Drain/Infiltration	108	Temporary Service
209	Struct/Elevated Gar Slab	303	Fire Sprinkler (Res)	109	Comml Wall Rough In
211	Masonry/Brick/Stone	305	Ground Work	110	Comml Ceiling Rough In
213	Waterproofing	306	Pre-Treatment (F.O.G)	112	Hot Tub/Spa/Pool
214	Fireplace	310	Plumbing Rough In	114	Pump Installation
215	Underfloor Framing	315	Water Heater	115	Sign Installation
216	Shearwalls/Holdowns	320	Shower Pan Test	116	Renewable Energy
220	Framing	321	Sewer/Septic Cap	121	Reconnect
221	Structural Steel Frame	325	Backflow Device	122	Electrical Investigation
225	Roof Sheathing	335	Storm Sewer	123	Comml LE Wall Rough In
229 230	Pre Roof Inspection Roofing	336	Rain Drains	124	Comml LE Ceiling Rough In
231	Insulation/Vapor Barrier	337	Crawl Space Drain	199	Electrical Final
240	Fire Wall	338	Footing Drain	1,,,	Electrical I mai
241	Ceiling Grid	339	Catch Basin	Fire	
242	Retaining Wall	340	Drywell/Soakage Trench	901	Fire Access/Lane/Sign/Addr
244	Demolition	341	Manhole	932	Generator (Fire)
245	Structural Investigation	345	Sanitary Sewer		` /
246	Water Quality	346	Storm Water Quality System	933	Fire Sprinkler Rough In
258	Construction Trailer	350	Water Service	934	Fire Sprinkler
259	Sign Attachment	356	Plumbing Investigation	935	Fire Alarm Rough In
297	Roofing Final	357	Medical Gas	937	Private Fire Vault
298	Res Building Final	399	Plumbing Final	938	Private Fire Hydrant
299	Comml Bldg Final/FLS			941	Fire Sprink Hydro Test
	10		nanical	942	FDC/PIV
	/Camps	600	Furnace	943	Racking (Fire)
500	Park Rough Grading	601	Vents	944	Fire Supply Rough In
510 520	Park Pre-Paving Park Design Review	602	Fuel Burning Appliance	945	Tool Inspection
599	Park Final	603	Fire/Smoke Damper		=
377	Tark Tinai	604	Ducts	948	Fire Supply Flush
Planı	ning/DE	607	Underfloor Mechanical	949	Flam/Comb Liquids/Equip
010	PreConst Erosion Control	608	A/C and Compressors	950	Compressed Gas/Detect
020	Final Erosion Cntrl Insp	610	Commercial Hood	951	Hazardous Materials
030	On-Site Storm Water Fac	612	Mechanical Rough In	952	LPG/Fuel Tanks
040	Well Field Inspection	613	Mechanical Investigation	953	Standpipe
801	Planning Final	616	Tool Inspection	954	Fire Supply Hydro Test
802	Dev Engineering Final	618	Hydronic Piping	995	Fire Supply Final
803	Tree Protection	619	Gas Pressure/Test/Piping	996	Fire Suppression Final
Manufactured Home		621	Refrigeration Line	997	Fire Alarm Final
		622	Process Piping/Gases	998	Fire Sprinkler Final
700 701	Site Review MH Install/Set Up	623	Structural	999	Fire Final
701	MH Electrical	624	Duct Smoke Detector	,,,	1 11101
799	MH Final	699	Mechanical Final		

City of Gresham
Community Development
Building Division
1333 NW Eastman Parkway
Gresham Oregon 97030

# Inspection Request Procedures

Using the Web www.GreshamOregon.gov Or Automated Phone Line 503-661-3909



## **AREA OF JURISDICTION**

In addition to the City of Gresham, we conduct permitting and inspection services for unincorporated East Multnomah County. Inspections within the city limit service area are performed Monday through Friday 8:30 am to 3:30 pm.

Inspections for the east Multnomah County service area are performed on Monday, Wednesday, and Friday only, from 8:30 am to 3:30 pm. If the Application Type Description in the application information section of your permit starts with the letters "**MC**" your property is located in unincorporated Multnomah County.

Inspectors are available by telephone from 8:00 to 8:30 am and from 3:30 to 4:00 pm each day to answer your questions and take special inspection instructions. The Building Division is located on the second floor of Gresham City Hall and can be reached through the Permit Center on the first floor. Our office hours are 8 am to 4 pm Monday through Friday.

ERIC SCHMIDT, S.E.
DIRECTOR / BUILDING OFFICIAL

# **PERMIT SERVICES**

Permit Services is open Monday through Friday from 8 am to 4:00 pm. A Development Engineer, Building Plans Examiner, and a Development Planner are always on duty in addition to a staff of permit technicians. These people will help you understand the permit application process and provide explanations of requirements and standards, calculate fees, and help you identify what information is necessary to submit a complete application. Permit Services offers handouts, permit applications, reference documents and read-only access to the Permits On Line System and Land Parcel System.

Approval must be received prior to proceeding to the next inspection. Do not cover before necessary inspections have been approved.

## FINAL APPROVAL MAY ALSO BE REQUIRED FROM LAND USE

Ufer Ground (concrete encased electrode)

Setbacks, Footings

Foundation Waterproofing/Crawl Area Drainage

Engineered Backfill for Basement/Retaining Walls

Underfloor Plumbing & Plumbing Post & Beam

Sanitary Sewer Service

Water Service

Perimeter Rain Drains

Footing / Underfloor Drain

Underground Electrical (Commercial)

Structural/Mechanical Post & Beam

(prior to underfloor insulation)

Rough-in/Top-out Plumbing

Electrical - Cover & Service

Insulation

Drywall

Low Voltage Electrical - Cover

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 approval)

Final Plumbing and Final Electrical

Final Building, Mechanical, Grading, and Public Improvement (plumbing and electrical finals must be completed before calling for the building final.)

#### **MANUFACTURED HOMES**

Site Review

**Blocking** 

Sewer, Water, Rain drains (if applicable/any time during

construction)

**Electrical Service** 

Skirting

Final Inspection

# OBTAINING INSPECTION RESULTS USING THE PERMIT PIN NUMBER

#### **Step 1: Enter the Permit Pin Number**

All permits have a pin number unique to the individual permit. The system will confirm correct entry of the pin number by speaking back the site address.

**Step 2:** The system will list the inspections by most recent date.

Press 1 to move through the inspections until you hear the desired result.

Press 2 to hear results on another permit number

Press 3 to return to the main menu

Press 9 to repeat the options

# OBTAINING INSPECTION RESULTS USING THE APPLICATION NUMBER

#### **Step 1: Enter the Application Number**

The application number is located at the top of the first page of the permit sheet(s). All application numbers are 10 digits long, though it not necessary to enter the leading zeros. (Example: 05-00000031 would be entered 05-31)

## Step 2: Identifying the permit

Some applications will have more than one permit attached. If there is more than one permit attached to the application, the system will list all permits by permit type. Push the 2 digit numeric key that corresponds to the permit you wish to schedule an inspection on.

## **Step 3: Obtaining results**

The system will list the inspections by most recent date.

Press 1 to move through the inspections until you hear the desired result.

Press 2 to hear results on another permit number

Press 3 to return to the main menu

Press 9 to repeat the options

#### IMPORTANT POINTS TO REMEMBER BEFORE YOU CALL

Calls received prior to 6:30 AM will be processed the same day. Calls after 6:30 AM will be processed the next business day. The address must be posted on the job site prior to the first requested inspection.

Approved plans must be on site.

The permit will expire if work does not commence within 180 days of issuance.

The permit will become void if work is suspended for more than 180 days.

All work within the Public Road Right-of-Way requires coordination directly with Development Engineering, 503-618-2525.

# Scheduling or Canceling an Inspection or Viewing Inspection Results Using the Web.

Simply type in: www.greshamoregon.gov/. When this page opens, click on I want to access the Permit Center, Permits Online.

#### **Step 1: Enter the Application Number**

(Please note for permits issued prior to August 19th, 2005, the Permit Number is now called an Application Number. Therefore, Permit Number SFRC 05-0032 would be entered as 05-32.) Click Submit.

### **Step 2: Select Schedule/Cancel an Inspection**

From the menu to the left click on Schedule/Cancel an inspection. This will bring you to the Schedule or Cancel an Inspection screen for that application.

## Step 3: Click either the Schedule or Cancel an Inspection Link

This will bring you to the list of permits for the application. Select the permit for which you wish to schedule or cancel an inspection. Scheduling:

### Step 4: Click the Display List of Possible Inspections link

Click on the desired inspection type code. This will bring you to the screen that allows you to select the date for the inspection Step 5: Select the desired Inspection Date

The system will allow you to schedule an inspection up to five days in advance. Next you will see the screen that will allow you to enter any Commlents for the Building Inspector such as "big dog in back yard".

## **Step 5: Select the Continue Button**

This will bring you to the last screen for scheduling the inspection. You may print this screen or just write down the confirmation number as verification for the scheduling of the inspection. Click Finish to end the session and return to the home screen. Click on Schedule another Inspection to continue the with scheduling other inspections.

## Canceling:

## **Step 4: Select the Inspection to be cancelled**

Click on the inspection to be canceled. This will bring you to the verification screen. Select either  $\bf Yes$  to cancel or  $\bf NO$  to leave the inspection scheduled. Follow the scheduling instructions to reschedule the inspection.

# **Obtaining Inspection Results Using the Web.**

## **Step 1: Enter the Application Number**

(Please note for permits issued prior to August 19th, 2005 the Permit Number is now called an Application Number. Therefore Permit Number SFRC 05-0032 would be entered as 05-32.) Click Submit.

## **Step 2: Select Inspection Status**

From the menu to the left click on Inspection Status. This will bring you to the list of permits for the application. Select the permit for which you wish to view inspection results.

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#### Inspection Request Line — For access, dial 503-661-3909

You will hear "Thank you for calling the City of Gresham 24 hour inspection line."

To schedule an inspection, Press (1).

To cancel an inspection, Press (2).

To hear inspection results, Press (3).

#### SCHEDULING AN INSPECTION USING THE PERMIT PIN NUMBER

#### **Step 1: Enter the Permit Pin Number**

All permits have a pin number unique to the individual permit. The system will confirm correct entry of the pin number by speaking back the site address.

## **Step 2: Enter the appropriate Inspection Code**

See the list on the back of this booklet or use the prompts in the system to determine the correct code for your inspection. Wait for your confirmation number. During the scheduling of the inspection, you may leave a voice mail for the inspector.

## Step 3 After you have scheduled an inspection, you can:

Repeat your confirmation number - press 1

Request another inspection on the same permit – press 2

Request an inspection on another permit – press 3

Return to the Main Menu - press 4

Repeat confirmation number and this menu—press 9

#### SCHEDULING AN INSPECTION USING THE APPLICATION NUMBER

## **Step 1: Enter the Application Number**

The application number is located at the top of the first page of the permit sheet(s). All application numbers are 10 digits long, though it not necessary to enter the leading zeros. (Example: 05-0000031 would be entered 05-31)

# **Step 2: Identifying the permit**

Some applications will have more than one permit attached. If there is more than one permit attached to the application, the system will list all permits by permit type. Push the numeric key that corresponds to the permit you wish to schedule an inspection on.

# **Step 3: Enter the appropriate Inspection Code**

See the list on the back of this booklet or use the prompts in the system to determine the correct code for your inspection. Wait for your confirmation number. During the scheduling of the inspection, you may leave a voice mail for the inspector.

# Step 3 After you have scheduled an inspection, you can:

Repeat your confirmation number—press 1

Request another inspection on the same permit—press 2

Request an inspection on another permit—press 3

Return to the Main Menu—press 4

Repeat confirmation number and this menu—press 9

#### Note:

#### Please write down the confirmation number.

This number is the easiest way (and sometimes the only way) to locate the inspection request in the Permit Tracking System.

If you call before 6:30 am on the day of the scheduled inspection, use the **Automated Inspection Request Line** to cancel the inspection. If you are calling after 6:30 am to cancel an inspection for that day, you will need to call the main office number, **503-618-2845**, and speak to a Customer Service Representative.

#### CANCELLING AN INSPECTION USING THE PERMIT PIN NUMBER

#### **Step 1: Enter the Permit Pin Number**

All permits have a pin number unique to the individual permit. The system will confirm correct entry of the pin number by speaking back the site address.

## Step 2: To cancel or reschedule the inspection

To cancel the inspection - press 1

To reschedule the inspection - press 2

To leave this inspection as scheduled press 3.

To return to the previous menu press the # key.

Note: If there is more than one inspection scheduled for the permit, press 3 to go to the desired inspection to be cancelled.

#### **CANCELLING AN INSPECTION USING THE APPLICATION NUMBER**

## **Step 1: Enter the Application Number**

The application number is located at the top of the first page of the permit sheet(s). All application numbers are 10 digits long, though it not necessary to enter the leading zeros. (Example: 05-00000031 would be entered 05-31)

# **Step 2: Identifying the permit**

Some applications will have more than one permit attached. If there is more than one permit attached to the application, the system will list all permits by permit type. Push the two digit numeric keys that correspond to the permit for which you wish to schedule an inspection.

# **Step 3: To cancel or reschedule the inspection**

To cancel the inspection - press 1

To reschedule the inspection - press  $\boldsymbol{2}$ 

To leave the inspection as scheduled press 3.

To return to the previous menu press the # key.

Note: If there is more than one inspection scheduled for the permit, press 3 to go to the desired inspection to be cancelled.