Building

200 Footings
201 Footing/Foundation
203 Racking (Structural)
204 Tilt Up Walls
205 Foundation
206 Comml Flatwork/Slab
207 Interior Slab on Grade
208 Approach/Sidewalk
209 Struct/Elevated Gar Slab
211 Masonry/Brick/Stone
213 Waterproofing
214 Fireplace
215 Underfloor Framing
216 Shearwalls/Holdowns
220 Framing
221 Structural Steel Frame
225 Roof Sheathing
229 Pre Roof Inspection
230 Roofing
231 Insulation/Vapor Barrier
240 Fire Wall
241 Ceiling Grid
242 Retaining Wall
244 Demolition
245 Structural Investigation
246 Water Quality
258 Construction Trailer
259 Sign Attachment
297 Roofing Final
298 Res Building Final
299 Comml Bldg Final/FLS

Park/Camps

500 Park Rough Grading
510 Park Pre-Paving
520 Park Design Review
599 Park Final

Planning/DE

010 PreConst Erosion Control
020 Final Erosion Cntrl Insp
030 On-Site Storm Water Fac
040 Well Field Inspection
801 Planning Final
802 Dev Engineering Final
803 Tree Protection

Manufactured Home

700 Site Review
701 MH Install/Set Up
702 MH Electrical
799 MH Final

Grading

400 Site Prep
405 Rough Grade
499 Grading Final

Plumbing

300 Underfloor Plumbing
301 Underground Utilities
302 Trench Drain/Infiltration
303 Fire Sprinkler (Res)
305 Ground Work
306 Pre-Treatment (F.O.G)
310 Plumbing Rough In
315 Water Heater
320 Shower Pan Test
321 Sewer/Septic Cap
325 Backflow Device
335 Storm Sewer
336 Rain Drains
337 Crawl Space Drain
338 Footing Drain
339 Catch Basin
340 Drywell/Soakage Trench
341 Manhole
345 Sanitary Sewer
346 Storm Water Quality System
350 Water Service
356 Plumbing Investigation
357 Medical Gas
399 Plumbing Final

Mechanical

600 Furnace
601 Vents
602 Fuel Burning Appliance
603 Fire/Smoke Damper
604 Ducts
607 Underfloor Mechanical
608 A/C and Compressors
610 Commercial Hood
612 Mechanical Rough In
613 Mechanical Investigation
616 Tool Inspection
618 Hydronic Piping
619 Gas Pressure/Test/Piping
621 Refrigeration Line
622 Process Piping/Gases
623 Structural
624 Duct Smoke Detector
699 Mechanical Final

Electrical

100 Res Rough In/Service
101 Service
102 Feeder
103 Tool Inspection
104 Underground Electric
105 Res Rough In
106 Res Limited Energy/Signal
108 Temporary Service
109 Comml Wall Rough In
110 Comml Ceiling Rough In
112 Hot Tub/Spa/Pool
114 Pump Installation
115 Sign Installation
116 Renewable Energy
121 Reconnect
122 Electrical Investigation
123 Comml LE Wall Rough In
124 Comml LE Ceiling Rough In
199 Electrical Final

Fire

901 Fire Access/Lane/Sign/Addr
932 Generator (Fire)
933 Fire Sprinkler Rough In
935 Fire Alarm Rough In
937 Private Fire Vault
938 Private Fire Hydrant
941 Fire Sprink Hydro Test
942 FDC/PIV
943 Racking (Fire)
944 Fire Supply Rough In
945 Tool Inspection
948 Fire Supply Flush
949 Flam/Comb Liquids/Equip
950 Compressed Gas/Detect
951 Hazardous Materials
952 LPG/Fuel Tanks
953 Standpipe
954 Fire Supply Hydro Test
995 Fire Supply Final
996 Fire Suppression Final
997 Fire Alarm Final
998 Fire Sprinkler Final
999 Fire 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

Revised September 2014

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 **Yes** to cancel or **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.

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: 05-00000031 would be entered 05-31)

Step 2: Identifying the permit
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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.

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