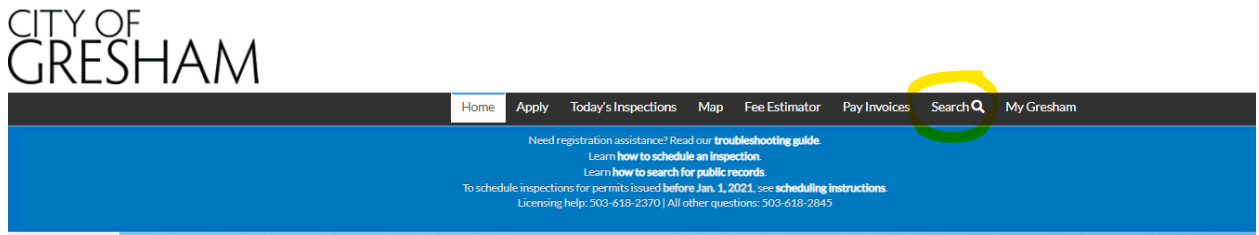


### SCHEDULING AN INSPECTION

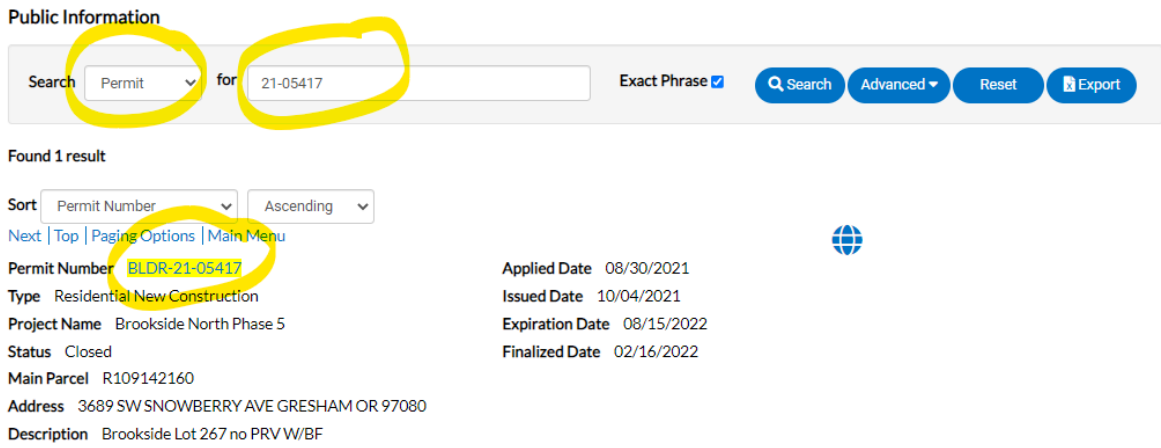
To schedule an inspection, please do the following.

**For non-permit contacts:** you MUST have a registered account with online services and be logged into your account in order to schedule any inspection.

1. Access <https://greshamor-energovweb.tylerhost.net/apps/SelfService#/home>
2. Login to your account
3. Click on the search icon



4. In the page that loads, select Permit under the Search dropdown and then enter in the permit number in the search bar
5. In the result that appears, click on the link to the permit



6. Proceed to #7 in the next section and follow the remaining instructions

**For permit contacts:** you MUST have a registered account with online services, be listed as an applicant for the project, and be logged into your account in order to schedule any inspection.

1. Access <https://greshamor-energovweb.tylerhost.net/apps/SelfService#/home>
2. Login to your account
3. Click on My Work

4. Click on the MY PERMITS tab

## My Work

MY INVOICES **MY PERMITS** MY PLANS MY EXISTING INSPECTIONS MY LICENSES

5. Locate the permit for which you would like to schedule inspections

6. Click on the permit link

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">BLDR-21-06308</a>		1333 NW EASTMAN PKWY...	Residential New Construction	Recent	
<a href="#">BLDMF-21-07170</a>		4326 SE 1ST TER GRESHA...	Multi-Family New Construc...	Recent, Pending	
<a href="#">BLDC-21-07169</a>		4326 SE 1ST TER GRESHA...	Commercial New Constructi...	Recent	
<a href="#">BLDR-21-06307</a>		1333 NW EASTMAN PKWY...	Residential New Construction	Recent	
<a href="#">BLDR-21-06310</a>		1333 NW EASTMAN PKWY...	Residential Deck/Patio	Attention, Recent	On Hold
<a href="#">ROW-21-06309</a>		1333 NW EASTMAN PKWY...	Right-Of-Way Licensed Utili...	Recent	
<a href="#">MECHR-21-05123</a>		1333 NW EASTMAN PKWY...	Mechanical Residential e-Pe...		

7. In the page that loads, click on the Inspections tab

Summary **Inspections** Locations Fees Reviews Attachments Contacts Sub-Records More Info

8. Scroll down to the Request Inspections section and select the inspections from the list provided

9. To select an inspection, click in the box under the Action column; please note, you may need to click through the results per page in order to find the inspection you'd like to schedule

Existing Inspections

Sort Description ▾

<a href="#">View Inspection</a>	Description	Status	Request Date	Scheduled Date	Inspector	Action
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No records to display.

**Request Inspections**

Sort Order ▾

Description	Reinspection	Action
Residential Rain Drain	No	<input type="checkbox"/>
Residential Underfloor Framing	No	<input type="checkbox"/>
Residential Insulation/Vapor Barrier	No	<input type="checkbox"/>
Residential Shearwall/Holdowns	No	<input type="checkbox"/>
Residential Electrical Final	No	<input type="checkbox"/>
Residential Roof Sheathing/Deck	No	<input type="checkbox"/>
Residential Plumbing Final	No	<input type="checkbox"/>
Residential Storm Sewer	No	<input type="checkbox"/>
Residential Structural Steel Frame	No	<input type="checkbox"/>
Residential Plumbing Rough In	No	<input type="checkbox"/>

Results per page 10 ▾ 1 - 10 of 40 << < **1** 2 3 4 > >>

10. If the inspection you are looking for is not in the first set of inspections, scroll down to the Optional Inspections section and select any inspections needed from that list

**Optional Inspections**

Description	Action
Approach/Sidewalk	<input type="checkbox"/>
Commercial Fire Final	<input type="checkbox"/>
D.E. Final	<input type="checkbox"/>
Electrical Consultation	<input type="checkbox"/>
Fire Access/Lane/Sign/Add	<input type="checkbox"/>
Footing/Foundation	<input type="checkbox"/>
Interim Erosion Control	<input type="checkbox"/>
Planning Final	<input type="checkbox"/>
Residential Backflow Device	<input type="checkbox"/>
Residential Building Final	<input type="checkbox"/>

Results per page 10 ▾ 1 - 10 of 48 << < **1** 2 3 4 5 > >>

[Request Inspection](#)

11. When all needed inspections have been selected, click on the Request Inspection button located immediately below the Request Inspection section

## Request Inspections

Sort 

Description	Reinspection	Action
Residential Rain Drain	No	<input type="checkbox"/>
Residential Underfloor Framing	No	<input checked="" type="checkbox"/>
Residential Insulation/Vapor Barrier	No	<input type="checkbox"/>
Residential Shearwall/Holdowns	No	<input type="checkbox"/>
Residential Electrical Final	No	<input type="checkbox"/>
Residential Roof Sheathing/Deck	No	<input type="checkbox"/>
Residential Plumbing Final	No	<input type="checkbox"/>
Residential Storm Sewer	No	<input type="checkbox"/>
Residential Structural Steel Frame	No	<input type="checkbox"/>
Residential Plumbing Rough In	No	<input checked="" type="checkbox"/>

Results per page  1 - 10 of 40 << < 1 2 3 4 > >>

[Request Inspection](#)

12. In the screen that loads, go to the Requested Date and click on the calendar icon
13. Select the desired inspection date
14. Add any special instructions (ie: contact phone number), preference of AM or PM (not guaranteed), or gate codes in the Comments/Gate Code field
15. If you wish all inspections to be scheduled for the same date, click in the box next to Use same date for all.
16. Click on the Submit button

1 #BLDR-21-05171 ×

Inspection Type: Residential Underfloor Framing Case Type: Residential New Construction

Address: 1333 NW EASTMAN PKWY GRESHAM, OR 97030

\* Requested Date

Phone number, contact name and any special notes for the inspector

Use same date for all

[Submit](#)

17. To schedule inspections on another permit, return to My Work and follow the same instructions.