CITY OF GRESHAN

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

GRESHAM							
	Home Apply	Today's Inspections	Map	Fee Estimator	Pay Invoices	Search Q	My Gresham
Need registration assistance? Read our troubleshooting guide. Learn how to schodule an inspection. Learn how to schodule public records. To schedule inspections for permits issued before Jan. 1, 2021, see scheduling instructions. Licensing help: 503-618-2370 (All other questions: 503-618-2845							

- 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

Public Information	
Search Permit v for 21-05417	Exact Phrase Q Search Advanced Reset Export
Found 1 result	
Sort Permit Number	
Next Top Paging Options Main Menu	
Permit Number BLDR-21-05417	Applied Date 08/30/2021
Type Residential New Construction	Issued Date 10/04/2021
Project Name Brookside North Phase 5	Expiration Date 08/15/2022
Status Closed	Finalized Date 02/16/2022
Main Parcel R109142160	
Address 3689 SW SNOWBERRY AVE GRESHAM OR 97080	
Description Brookside Lot 267 no PRV W/BF	

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



Dashboard Home Apply

My Work Today's Inspections Map

Fee Estimator Pay Invoices Search Q

4. Click on the MY PERMITS tab

My Work				
MY INVOICES	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

Search						Q
Display All	~					Export to Excel
Permit Number	Project	T	Address T	Permit Type	Status T	Attention Reason
BLDR-21-06308			1333 NW EASTMAN PKWY	Residential New Construction	Recent	
BLDMF-21-07170			4326 SE 1ST TER GRESHA	Multi-Family New Construc	Recent, Pending	
BLDC-21-07169			4326 SE 1ST TER GRESHA	Commercial New Constructi	Recent	
BLDR-21-06307			1333 NW EASTMAN PKWY	Residential New Construction	Recent	
BLDR-21-06310			1333 NW EASTMAN PKWY	Residential Deck/Patio	Attention, Recent	On Hold
ROW-21-06309			1333 NW EASTMAN PKWY	Right-Of-Way Licensed Utili	Recent	
MECHR-21-05123			1333 NW EASTMAN PKWY	Mechanical Residential e-Pe		

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

Summary	Locations	Fees	Reviews	Inspections	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

isting Inspections					Sort Descripti	ion
View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Actio
records to display.						
quest Inspections					Sort Order	
Description	Reinspection		Action			
Residential Rain Drain	No					
Residential Underfloor Framing	No					
Residential Insulation/Vapor Barrier	No					
Residential Shearwall/Holdowns	No					
Residential Electrical Final	No					
Residential Roof Sheathing/Deck	No					
Residential Plumbing Final	No					
Residential Storm Sewer	No					
Residential Structural Steel Frame	No					
Residential Plumbing Rough In	No					

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

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Optional Inspections		
Description	Action	
Approach/Sidewalk		
Commercial Fire Final		
D.E. Final		
Electrical Consultation		
Fire Access/Lane/Sign/Add		
Footing/Foundation		
Interim Erosion Control		
Planning Final		
Residential Backflow Device		
Residential Building Final		
Results per page 10	<< < 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 Order 🗸
Description	Reinspection	Action	
Residential Rain Drain	No		
Residential Underfloor Framing	No		
Residential Insulation/Vapor Barrier	No		
Residential Shearwall/Holdowns	No		
Residential Electrical Final	No		
Residential Roof Sheathing/Deck	No		
Residential Plumbing Final	No		
Residential Storm Sewer	No		
Residential Structural Steel Frame	No		
Residential Plumbing Rough In	No		
Results per page 10 v 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	L		×
Inspection Type:	Residential Underfloor Framing	Case Type: Residential New Construction	
Address:	1333 NW EASTMAN PKWY GRE	ESHAM, OR 97030	
	* Requested Date	03/04/2022	
Phany	none number, contact name and y special notes for the inspector	503-618-3000, Joe Smith, AM preferred, Lock box is located to the right of The garage, code is 1234	
Use same date for all		Submit	

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