

How to Schedule Inspections

For Septic and Road Approach permit inspections contact the office

Information required at job site for inspections:

- ✓ Approved full set of plans that are in color.
- ✓ Building permit.
- ✓ Inspection card/s
- ✓ The address card must be posted at a location that can be seen from the street.

To schedule by smart phone apps: Download **Oregon ePermitting** using the **Play Store** app (Android phones) or **App Store** (I phone's):

- ✓ Enter permit number **or** house number and street name (no directions) to see all open permits for that address.
- ✓ Select **Schedule A New Inspection** and follow the prompts.
- ✓ Submit

To schedule by calling: Call the automated statewide ePermitting system at (888) 299-2821. You will need the following information when you call:

- ✓ The IVR number. The system will confirm the permit by speaking back the site address. **Each permit has a separate IVR number**
- ✓ Enter the inspection code number (*see IVR brochure for list of inspection codes*)
- ✓ Enter in the desired inspection date (*can do up to 5 days in advance*)
- ✓ Enter a contact number.
- ✓ Wait for confirmation number to complete inspection scheduling.

IMPORTANT NOTICE: The state will be phasing out the IVR Calling option starting January 2025 and it will no longer be available by Summer of 2025.

To schedule online: Go to <https://aca-oregon.accela.com/oregon/Default.aspx>. Clear the start date.

Option 1:

- ✓ Search for your permit.
- ✓ Click on record info/Schedule inspections. Go to inspections.
- ✓ Click on **Schedule an Inspection** and follow the prompts.
- ✓ Submit.

Option 2:

- ✓ Under Schedule click Easy Inspection Scheduling.
- ✓ Search for your permit.
- ✓ Click on **Schedule a New Inspection** and follow the prompts.
- ✓ Submit.

Questions? Please call (541)447-3211 for assistance