

How to schedule inspections

Permit Number _____

IVR Number _____

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. You will need the following information:

- ✓ Clear the start date.
- ✓ You can reach the permit by using the address, permit number (*include all dashes and letters*), or contractor information.
- ✓ Select the type of inspection *desired (please note that the inspections are displayed in small group to look through to select you type of inspection)*.
- ✓ In the comment box, please put a contact name & phone number and any additional information the inspector may need.

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.

To schedule online: Go to <https://aca-oregon.accela.com/oregon/Default.aspx>. You will need the following information:

- ✓ Clear the start date.
- ✓ You can reach the permit by using the address, permit number, or contractor information.
- ✓ Select the type of inspection desired (*please note that the inspections are displayed in small group to look through to select you type of inspection*).

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