



## CUSTOMER GUIDE TO QUICK & EASY RESIDENTIAL INSPECTIONS

To help ensure consistent and effective building inspection services from the City of Portland Bureau of Development Services **Residential Inspections Team**, we have compiled the following information for our **Residential Customers**.

### NEW USERS OF THE INTERACTIVE VOICE RESPONSE (IVR) SYSTEM



Customers new to the inspection process or to the IVR System can access complete instructions on the BDS webpage [How do I request an inspection? | The City of Portland, Oregon \(www.portlandoregon.gov/bds/40466\)](http://www.portlandoregon.gov/bds/40466). A list of three-digit code(s) can be found on the BDS website at [www.portlandoregon.gov/bds/article/81112](http://www.portlandoregon.gov/bds/article/81112) or copies can be picked up in the Development Services Center.

Residential Customers frequently have multiple permits for their projects. The IVR System allows callers to schedule multiple inspections during a single phone call.

Each permit has an individual IVR #. Inspections associated with each permit, must be scheduled in order to be inspected. The IVR System will provide a confirmation number at the end of each phone call when scheduling. Customers must wait for the confirmation number or the inspection will not be successfully scheduled.

Customers with additional questions or who experience difficulty with the IVR System should call the Residential Inspections Office Support Team at **503-823-7388** for assistance.

### SCHEDULING AND CANCELLING INSPECTIONS



Each required inspection on Residential projects must be requested before the date the inspection is needed. Currently, the number of requested inspections are limited daily due to staffing constraints. You should request your inspection two to five days in advance of when you desire to have your inspection. The IVR system will inform you what the next available day is for an inspection. You may schedule your inspection up to five days into the future.

Inspections must be requested by calling our easy to use IVR System at **503-823-7000**. The IVR System is available 24 hours a day. When scheduling inspections through the IVR System, the system will give the next available inspection date. Customers may request morning or afternoon for their inspection, however, **this is only a request**. To find the 2-hour window your inspection is scheduled for, you can go to the online [Residential Inspections-Route Slip \(www.portlandoregon.gov/bds/article/527291\)](http://www.portlandoregon.gov/bds/article/527291).

Examples of projects having multiple permits, and therefore multiple inspections, might include:

- A new single-family with a detached garage
- Accessory dwelling units (ADUs)
- NSFR (New Single Family Residences) and Additions with multiple inspections or separate associated Trade Permits

We understand there may be special scheduling needs or cancellations of requested inspections. Please contact the Residential Inspections Office Support Team **as soon as possible** at **503-823-7388**.

### JOB SITE INSPECTION PROCESS



For detailed information about the stages and requirements of your inspections, please refer to: [How and When to Call for Residential Inspections? | Residential Inspections Frequently Asked Questions | The City of Portland, Oregon \(www.portlandoregon.gov/bds/article/578314\)](http://www.portlandoregon.gov/bds/article/578314).

**TO AVOID DELAYS:** At the time of the setback inspection you are required to provide exposed property corner pins readily viewable on at least one side of the property from the front to the back of the property with a string line set for reference, or provide a survey that identifies the property lines, for the purpose of measuring the required building setbacks.

## UNSCHEDULED INSPECTIONS



Inspection staff constraints prevent us from performing unscheduled Inspections on projects. Customers must request all needed inspections on each project. Failure to properly request inspections may result in unwanted project delays.

## JOB SITE ACCESS



Residential Inspectors must have immediate access to the work being inspected. This means free of any barriers such as locked doors, fences, gates, etc. It is the customer's responsibility to provide access to the inspection site to the Residential Inspector at the time of inspection.

If the job site is to be accessed from a lockbox, this information must be left as a voice mail for the Residential Inspector when the customer schedules the inspection through the IVR System. It is important to include lockbox location and access code(s) or combination(s).

For projects in occupied residences, Residential Inspectors are required to be escorted onto the inspection site by a representative of the owner who is at least 18 years of age. In the event a Residential Inspector is unable to access the job site, the attempted inspection will result in a reduction of the total allowed building inspections remaining on the permit.

## JOB SITE CONDITIONS



Job sites must be kept in a clean and safe condition at all times during the duration of the project.

- Ensure all tree protection/preservation requirements are met prior to any work or material storage.
- Prior to any ground disturbance on a job site, erosion control measures must be in place (per Portland City Code Title 10: Erosion and Sediment Control Regulations). ([www.portlandoregon.gov/citycode/?c=28835](http://www.portlandoregon.gov/citycode/?c=28835))
- Adhere to all construction debris containment measures and recycling options.
- Ensure all pets are kept in a controlled location away from the inspection area.
- Unpermitted use of the right-of-way is prohibited. Blocking a driveway/sidewalk or storing materials such as siding, lumber, gravel or port-a-potties is a violation. For Public Works Permits, please visit: [www.portlandoregon.gov/53147](http://www.portlandoregon.gov/53147).

## CENTRALLY LOCATED APPROVED PLANS



Oregon Residential Structural Specialty Code requires approved plans onsite at the time of the Residential Inspector's visit. An effective way to meet this requirement is to have one central location near the work under inspection with **all approved plans, approved revisions, inspection card, Special Inspection Daily Reports, and Deferred Submittals available.**

Leaving a message through the IVR system of where the approved plans are located is helpful and will help ensure an efficient inspection process.

## VALUED CUSTOMERS



The **Residential Inspections Team** appreciates the customer input that helped develop this guide – customer feedback is always welcome. Customers may provide comments at any time by emailing [BDSinspections@portlandoregon.gov](mailto:BDSinspections@portlandoregon.gov), or calling the Management Assistant for the Inspection Services Division at **503-823-7583**.

## QUANTITY OF INSPECTIONS



Based on the valuation of the permitted work, permits issued after January 22, 2013 will have a limited amount of inspections allowed. The total amount of inspections included with the permit may not be the amount of inspections required to complete the project. Additional inspections can be purchased through the IVR system. When requesting an inspection through the IVR system you will be informed of the quantity of inspections you have remaining after you have entered your three-digit inspection code if your project is subject to inspection limitations.

Thank you,

*The Residential  
Inspections Team*