



**POST IN CLEAR VIEW AND IN ACCESSIBLE LOCATION**

Request an inspection call: 503-823-7000 for automated inspection request line. TTY: 503-823-6868

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# Residential Inspection Record Card

DO NOT POUR ANY CONCRETE UNTIL THE NEEDED INSPECTIONS BELOW HAVE BEEN SIGNED

Building	IVR#	App by	Date	Inspector's Notes	App By	Date	Plbg/Elec/Mech/Spec	IVR#
Tree Preservation	507						Grounding Electrode	227
Erosion Control	200						Radon Mitigation	238
Setbacks	215						Waterproofing	245
Footings	220						Reinforcing/Masonry	250
Foundation Wall	225						Underslab Plumbing	305
Reinforcing/Concrete	230						Oil Tank Pad	670
Concrete Slab	235						Electrical Temp. Service	115
BES Storm Eval	487							

**For Demolition Permits - below inspections must be signed before Demo Permit can be Finaled**

Demolition	288						Decomm. Septic Sys.	842
Sewer Cap	360						Other	295

**POST & BEAM - Do not install sub floor until the needed inspections have been Approved and Signed**

Post & Beam Struct.	240						Post & Beam Plbg.	300
Other	295						Post & Beam Mec.	600

**Rough Inspections must be inspected and approved prior to Framing Inspection requested**

Interim EC	205						Perm. Electrical Service	120
Shearwall	260						Rough Electrical	105
Firewall	265						Rough Plumbing	310
Fire Sprinklers	320						Shower Pan	315
Framing	270					<input type="checkbox"/> M.C.	Gas Line	605
Fireplace	255						Green Tag	615
Roofing	285						Rough Mech.	620

**Insulation - Do not cover until Insulation is Approved and Signed**

Insulation	280							
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**Ground Utilities**

Sanitary Sewer	350						Storm Sewer	355
Water Service	345						Rain Drains	365
Backflow Device	335						Other	295

**Final Inspections - Have all other Final Inspections approved and signed prior to requesting 999**

Permanent EC	210						Mechanical Final	699
Electrical Final	199						Grading Final	990
Structural Final	299					<input type="checkbox"/> H.E.L	Final Permit	999
Plumbing Final	399							

Okay to Occupy  Do Not Occupy until the needed inspections above have been approved and signed

Place Residential Permit Label Here

For a Stormwater Treatment Facility inspection call 503-823-7761 or use IVR # 487.

**Contact Us:**

1900 SW 4th Avenue  
Portland, OR 97201

Phone: 503-823-7300  
TTY: 503-823-6868

www.portlandoregon.gov/bds

Residential Inspections: 503-823-7388

Urban Forestry: 503-823-8733

Permitting Services: 503-823-7357

Planning and Zoning: 503-823-7526

Mechanical, Electrical, Plumbing  
Sign Permits: 503-823-7363

Permit Status via voicemail: 503-823-7000 (4)

Work related to this Building Permit may be subject to regulations governing the removal, handling, and/or disposal of asbestos and/or lead-based paint. For Asbestos concerns: Contact DEQ: **1-888-997-7888**; Lead-base paint concerns: Contact Oregon Health Authority: **971-673-0440**.

**BEFORE YOU DIG**

ATTENTION: Oregon law requires you to follow rules adopted by the Oregon Utility Notification Center. Those rules are set forth in OAR 952-001-0010 through OAR 952-001-0090. Call 1-800-332-2344 for locates.

**Homeowner:**

This is your Record of Permits and Inspections and should be kept with your permanent records.

This permit will expire if 180 days pass without an approved inspection. A permit can be extended one time only. Call for questions 503-823-7388.

If Special Inspections (i.e. adhesive anchors, soils, concrete construction) are required, a Special Inspection Final Summary Report must be submitted and approved prior to requesting a Final Permit Inspection #999.

To help ensure equal access to City programs, services and activities, the City of Portland will provide translation, reasonably modify policies/procedures and provide auxiliary aids/services/alternative formats to persons with disabilities. For accommodations, translations, complaints, and information, call 503-823-7300, TTY 503-823-6868, use Oregon Relay Service: 711, come to 1900 SW 4th Ave, 5th Floor, Portland, OR 97201, or email bds@portlandoregon.gov.



# Subcontractor Permit Information Process

## A Message to the Home Owner and General Contractor about Trade Work Associated with this Project:

As of February 1, 2016 if residential building permit applicants do not have completed/signed trade permit applications (mechanical, electrical, plumbing) for sub-contractors when submitting their building permit application, the trade work will not be included under that permit number and is not eligible to be added to the permit at a later date. The required trade permits must be applied for separately when sub-contractors are hired.

If this is the case for your project BDS recommends you use the space below to record the trade permit number(s) obtained in association with the project. You may also show this card to the BDS inspector who comes to inspect these trade permits and request they note on this record inspection results.

Permit Number	Issued Date	Approved by (Inspector name & date)	Notes

This record of permits and inspection should be kept with your permanent records.

Instructions about the following are available at [www.portlandoregon.gov/bds/67391](http://www.portlandoregon.gov/bds/67391)

- How to request an inspection using the (IVR) system.
- Accessing and viewing daily on-line Residential Inspection Route slips.



### Inspection Request (IVR) Pocket Reference

- Dial:** 503-823-7000 **TTY:** 503-823-6868 **Press:**
- Schedule an Inspection
  - Cancel or Reschedule an Inspection
  - Obtain Inspection Results
  - Obtain Plan Review Status via FAX
  - Obtain Fax Back Documents
  - Obtain a List of Scheduled Inspections by IVR Number
  - Speak with Inspection Section regarding your inspection or to obtain your IVR number
  - Listen to General Information
  - Hang Up

If tree preservation is required on your approved plans, approval of inspection #507 is required before requesting further inspections.

Inspection #200 must be in place prior to any ground disturbance activities, and must be requested first when requesting inspection for setbacks, footings and foundation inspections.

Inspection #210 must be approved before permit final approval.

#### Building

- 507 Tree Preservation
- 200 Pre-Construction Erosion Control
- 205 Interim Erosion Control
- 210 Permanent Erosion Control Measures
- 215 Setbacks
- 220 Footings
- 225 Foundation
- 226 Foundation Drain
- 227 Grounding Electrode (RS only)
- 230 Concrete/Reinforcing
- 235 Slab/Flatwork
- 238 Radon Mitigation
- 240 Underfloor/Post & Beam
- 245 Waterproofing (RS Only)
- 250 Masonry/Reinforcing
- 255 Masonry Fireplace
- 260 Shearwalls (use 270 for CO permits)
- 261 Reinspection Shearwall (RS Only)
- 265 Firewall Nailing (use 275 for CO permits)
- 270 Framing
- 271 Reinspection Framing (CO & MG Only)
- 275 Wallboard Attachment
- 277 Ceiling Grid
- 280 Insulation/Vapor Barrier
- 285 Roofing
- 288 Demolition
- 290 Temporary Occupancy
- 295 Other/Consultation
- 299 Final - Structural (RS Only)
- 487 BES On-Site Stormwater Facility Eval
- 510 Tree Preservation/Env Zone
- 990 Final - Grading (RS Only)
- 992 Final - Subsurface (RS Only)
- 999 Final Permits (CO, RS - to final job)

#### Development Review

- 507 Tree Preservation
- 200 Pre-Construction Erosion Control
- 210 Permanent EC Measures
- 487 BES ON-Site Stormwater Facility Eval
- 555 Code Compliance Inspection
- 842 Decommission System (Pumped & Filled)
- 999 Final Permit

#### Electrical

- 105 Rough-in - Electrical
- 107 Cover Electric In-Floor Heat
- 110 Underground-Electrical

#### Electrical, continued

- 111 Electrical Service Reconnect
- 115 Temporary Electrical Service
- 120 Permanent Electrical Service
- 125 Low Voltage/Alarm
- 135 Hot Tub/Spa/Swimming Pool
- 140 Industrial Plant
- 145 Circuits/Feeders
- 150 Generator/Transfer Switch
- 155 Other/Consultation - Electrical
- 199 Final - Electrical

#### Mechanical

- 600 Underfloor/Post & Beam, Mechanical
- 605 New Gas Piping/Pressure Test
- 610 Extend Gas Piping/Pressure Test
- 615 Gas Line Tag
- 617 Hydronic Piping (Closed/Open Loop)
- 620 Rough-in Mechanical
- 625 Wood Stove/Pellet Stove/Decorative Appl
- 630 AC/Furnace/Heat Pump/HVAC
- 635 Kitchen Exhaust/Commercial Hood
- 640 Oil Tank
- 645 Vent/Chimney Liner
- 650 Other/Consultation- Mechanical
- 670 Oil Tank Pad
- 699 Final - Mechanical

#### Plumbing (RS and PT Permits only)

- 300 Post and Beam - Plumbing
- 305 Underslab/Ground Work - Plumbing
- 310 Rough-In/Top Out Plumbing
- 312 Hydronic Piping (Open Loop Only)
- 315 Shower Pan/Bathtub Test
- 320 Fire Sprinklers
- 325 Fixture Cap
- 330 Drain Reversal
- 335 Backflow Device (Water Supply)
- 337 Backwater Valve (Drainage)
- 340 Water Heater
- 345 Water Service
- 350 Sanitary Sewer
- 355 Storm Sewer
- 360 Sewer Cap
- 365 Rain Drains
- 370 Catch Basin
- 375 Manhole
- 380 Detention Facility
- 390 Dry Well
- 392 Sewer Connection
- 395 Soakage Trench
- 396 Medical Gas/Vacuum System
- 397 Other/Consultation-Plbg
- 399 Final - Plumbing

#### Sanitation Permits

#### On-Site Sewage Disposal Permit

- 800 Initial Advanced Treatment Technology
- 802 Secondary Adv. Treatment Technology
- 804 Final Advanced Treatment Technology
- 806 Alternative System
- 808 Initial Capping Fill
- 810 Secondary Capping Fill
- 812 Final Capping Fill
- 814 Drainfield
- 816 Gray Water Sump
- 818 Initial Holding Tank
- 820 Secondary Holding Tank
- 822 Final Holding Tank
- 824 Pressure Distribution
- 826 Pumping System
- 828 Redundant System
- 830 Initial Sand Filter
- 832 Secondary Sand Filter
- 834 Final Sand Filter
- 836 Septic Tank
- 838 Steep Slope System/Disposal
- 840 Tile Dewatering
- 842 Decommission System (Pumped & Filled)
- 999 Final Permit

#### On-Site Sewage Evaluation/Services

- 842 Decommission System (Pumped & Filled)
- 844 Sep. Sys. Pumped/Drain Lines Staked
- 846 Septic System Staked
- 848 Test Pits Dug and Flagged

#### Sewer Permits (UC)

- 350 Sanitary Sewer
- 842 Decommission System (pumped & filled)
- 399 Final Plumbing

#### Site Development Permits

- 507 Tree Preservation
- 200 Pre-Construction Erosion Control
- 205 Interim Erosion Control Inspection
- 210 Permanent Erosion Control Inspections
- 487 BES On-Site Stormwater Facility Eval
- 500 Site Development Inspection
- 510 Tree Preservation/Env Zone
- 512 Clearing Limits
- 514 Landscape Mitigation/Env. Zone Planting
- 516 Pedestrian Pathway/Trail
- 518 Retaining Wall Footing
- 520 Retaining Wall Forms/Reinforcing
- 522 Site Grading
- 524 Stormwater Culvert/Riprap
- 526 Trench Backfill Compaction
- 530 Private Street Curb Setback
- 532 Private Street Subgrade
- 534 Private Street Base Rock
- 536 Private Street Base Lift
- 538 Private Street Top Lift
- 540 Private Street Sidewalk/ADA Ramps
- 542 Private Street Signage
- 544 Street Light Base
- 546 Street Light Pole
- 550 Private Street Final Inspection
- 990 Final - Grading
- 999 Final Permit

#### Manufactured Homes

- 120 Permanent Electrical Service
- 200 Pre-Construction Erosion Control
- 210 Permanent Erosion Control measures
- 227 Grounding Electrode
- 337 Backwater Valve (Drainage)
- 487 BES On-Site Stormwater Facility Eval
- 605 New Gas Piping/Pressure Test
- 625 Wood Stove/Pellet Stove/Decorative Appl
- 630 AC/Furnace/Heat Pump/HVAC
- 700 Footing Form/Okay to Pour
- 706 Foundation Blocking
- 708 Tie Downs
- 710 Sewer Connection Outside
- 714 Water Service
- 716 Electrical Feeder
- 722 Heating Duct
- 728 Enclose/Install Perimeter Foundation
- 730 Perimeter Foundation
- 740 Rain Drain System
- 742 Stormwater Disposal
- 756 Garage/Carport Final
- 299 Final - Building
- 199 Final - Electrical
- 699 Final - Mechanical
- 399 Final - Plumbing
- 999 Final Permit

#### Zoning (ZP Permits)

- 487 BES On-Site Stormwater Facility Eval
- 555 Final - Code Compliance Inspection

#### Sign Permits

- 400 Sign Footings
- 405 Electrical Service - Sign
- 410 Sign Structure
- 999 Final Permit

#### Miscellaneous

- 440 Adult Care License