



City of Portland, Oregon - Bureau of Development Services

1900 SW Fourth Avenue • Portland, Oregon 97201 | 503-823-7300 | www.portlandoregon.gov/bds



Commercial Inspection Record

Indicate permits required to be filled out by staff

- ☐ Plumbing # \_\_\_\_\_
- ☐ Mechanical # \_\_\_\_\_
- ☐ Electrical # \_\_\_\_\_
- ☐ Building # \_\_\_\_\_
- ☐ Sprinkler # \_\_\_\_\_
- ☐ Alarm # \_\_\_\_\_

**24 Hour Inspection  
Request Service**

**Please call for all inspections  
BDS Inspection Request Line**

Instructions available at  
[www.portlandoregon.gov/bds/article/81111](http://www.portlandoregon.gov/bds/article/81111)  
(have IVR # ready)..**503-823-7000**

**Fire Marshal .....503-823-1199**

**TTY .....503-823-6868**

**IVR #:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Notes:**

\_\_\_\_\_

**Development Services Approval:**

\_\_\_\_\_

THIS RECORD SHALL BE MAINTAINED IN A CONSPICUOUS PLACE ON THE JOB UNTIL COMPLETION. APPROVED PLANS REQUIRED ON JOB SITE **AT ALL TIMES.**

**NO WORK OF ANY KIND, ON ANY PART OF ANY BUILDING OR STRUCTURE REQUIRING INSPECTION SHALL BE COVERED OR CONCEALED IN ANY MANNER WHATSOEVER, WITHOUT FIRST OBTAINING APPROVAL.**

IVR	Inspection / Comments	Date	Inspector
	<b>Plumbing Contractor:</b>	<b>Date Permit Issued:</b>	
305	Underground		
300	Underfloor		
310	Rough-In Plumbing		
345	Water Service		
350	Sanitary Sewer		
	Sub-Surface Disposal System		
355	Storm Sewer		
365	Rain Drain		
	<input type="checkbox"/> Water Heater		
	<input type="checkbox"/> Catch Basin		
	<input type="checkbox"/> Manhole		
487 BES	Stormwater Facility		
587 BES	Fat Oil Grease (FOG) Install Inspection		
	<input type="checkbox"/> Sampling Structure		
399	Final Plumbing		
	<b>Mechanical Contractor:</b>	<b>Date Permit Issued:</b>	
605	Gas Piping (* detailed information on back)		
620	Rough-in HVAC		
	<input type="checkbox"/> Type I Hood		
	<input type="checkbox"/> Grease Duct		
	<input type="checkbox"/> Fire Wrap		
699	Final HVAC		
	<b>Electrical Contractor:</b>	<b>Date Permit Issued:</b>	
105	Rough-in Wiring		
107	Cover Electric In-Floor Heat		
110	Underground Electrical		
120	Permanent Electrical Service		
125	Low Voltage / Alarm		
199	Final Electrical		
	<b>Water Bureau:</b>	<b>Date Permit Issued:</b>	
	Water Quality Backflow		
	<b>Fire Marshal:</b>	<b>Date Permit Issued:</b>	
	Sprinkler		
	Alarm		
	Fixed Extinguishing System		
	Underground Fire Main		
	Tanks & Process Piping		
	Final Fire Marshal		
	<b>Building Contractor:</b>	<b>Date Permit Issued:</b>	
507	Tree Preservation (If tree preservation is required on your approved plans, approval of Inspection #507 is required before requesting further inspections)		
200	Pre-Construction EC		
220	Footing / Slab Form		
225	Foundation Wall Form		
240	Under Floor		
	<input type="checkbox"/> Partial Framing (* detailed information on back)		
	<input type="checkbox"/> Shearwalls & Diaphragms*		
	<input type="checkbox"/> Pre-Rock*		
	<input type="checkbox"/> Fire Stopping & Fire Resistant Joint Systems		
270	Framing Final*		
	<input type="checkbox"/> OK to Cover		
275	Wall Bd Attachment		
277	Ceiling Grid		
285	Roofing		
210	Permanent EC		
290	Temp C of O		
999	Final Permit		

This permit shall become null and void without prior notification by the Bureau of Development Services if such work authorized by the permit is not commenced within 180 days from the issuance, or if said work is suspended or abandoned for a period of 180 days from the start of such work.

DO NOT OCCUPY BUILDING PRIOR TO FINAL APPROVAL

## Inspectors' Log

[illegible]



POST IN CLEAR VIEW AND IN ACCESSIBLE LOCATION

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

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

IVR #:

Address:

Notes:

Development Services Approval:

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)

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

### Inspection Request (IVR) Pocket Reference

<b>Dial:</b> 503-823-7000 <b>TTY:</b> 503-823-6868 <b>Press:</b>
<b>1</b> Schedule an Inspection
<b>2</b> Cancel or Reschedule an Inspection
<b>(1 &amp; 2</b> Don't hang up without a confirmation number)
<b>3</b> Obtain Inspection Results
<b>4</b> Obtain Plan Review Status via FAX
<b>5</b> Obtain Fax Back Documents
<b>6</b> Obtain a List of Scheduled Inspections by IVR Number
<b>0</b> Speak with Inspection Section regarding your inspection or to obtain your IVR number
<b>*</b> Listen to General Information
<b>#</b> 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.

<b>Building</b>	
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)

<b>Development Review</b>	
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

<b>Electrical</b>	
105	Rough-in - Electrical
107	Cover Electric In-Floor Heat
110	Underground-Electrical

<b>Electrical, continued</b>	
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

<b>Mechanical</b>	
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

<b>Plumbing (RS and PT Permits only)</b>	
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

<b>On-Site Sewage Disposal Permit</b>	
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

<b>On-Site Sewage Evaluation/Services</b>	
842	Decommission System (Pumped & Filled)
844	Sep. Sys. Pumped/Drain Lines Staked
846	Septic System Staked
848	Test Pits Dug and Flagged

<b>Sewer Permits (UC)</b>	
350	Sanitary Sewer
842	Decommission System (pumped & filled)
399	Final Plumbing

<b>Site Development Permits</b>	
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

<b>Manufactured Homes</b>	
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

<b>Zoning (ZP Permits)</b>	
487	BES On-Site Stormwater Facility Eval
555	Final - Code Compliance Inspection

<b>Sign Permits</b>	
400	Sign Footings
405	Electrical Service - Sign
410	Sign Structure
999	Final Permit

<b>Miscellaneous</b>	
440	Adult Care License