



Residential Inspection Process

This checklist is intended to guide you through **some** of the City's Building Division's inspection processes but does not cover every inspection requirement or process necessary for every project. We hope this checklist assists you in having a positive construction experience in the City of Oregon City.

- **Inspection requests** must be received prior to 6:00 a.m. to be performed the same day. Inspection requests received after 6:00 a.m. will be performed the following business day. Web inspection requests may be made through our home website at www.orcity.org/building/request-new-inspection. Phoned-in inspection requests must be received on our 24-hour recorded inspection request line by calling (503) 496-1551. The more complete and concise the information left on the inspection line, the quicker the inspection can be processed. Faxed-in inspection requests must be made to (503) 722-3880 and on an **official** fax inspection request form. The inspection will not be performed if your inspection request contains incomplete or inaccurate information. Please leave the following information when requesting an inspection:
 - **Permit number:** Provide the **full** and correct permit number that correlates with the inspection desired.
 - **Job site address:** Correct street name including the address number(s).
 - **Type of inspection requested:** Be very specific - examples are “Plumbing top-out inspection for cover;” “**Building** inspection for roof sheathing nailing;” or “**Electrical** inspection for ceiling cover.”
 - **Contractor name:** Spelling the name is helpful.
 - **Contact name and phone number:** Name of the contact person and the contact person's area code and phone number. It's helpful to indicate if the number is long distance.
- **Timed inspections** requested on the 24-hour inspection request line are not guaranteed. Leaving inspection request messages on the inspector's phone line will not result in receiving an inspection. The inspection request must be left on the 24-hour recorded inspection request lines. Your project inspector must then be contacted directly to set up a timed inspection. Granting timed inspections will be based on the inspector's workload and schedule. You will be routed pursuant to the inspector's schedule if you don't talk directly to the inspector.
- **Approved stamped plans** from the City of Oregon City Building Division must be on site and available for the inspector's use or the inspection cannot be performed and will be assessed a [re-inspection fee](#). Approved stamped plans, permits, previous inspection reports, and special inspection reports must be on the job and accessible to the inspectors for every inspection.

- **The job site address** is required to be posted at all times on a sign visible from the street or access way. If the site has one address and buildings are numbered separately, the building numbers are required to be posted in front of or on each building. The site address must be posted at the site entrance or on the first building closest to the site access. Failure to post the job site address may result in you not receiving your inspection.
- **Conditions of plan approval** on the plans review letter(s) needs to be reviewed. Please discuss any questions concerning the conditions with the project inspector and/or project plans examiner.
- **Revisions and field changes to approved plans** shall be submitted to and approved by the City Plans Examiner prior to requesting an inspection for that portion of the project. The City-approved revisions shall be available on the job site at the time of the inspection or the inspection cannot be performed. The Building Inspector **may** only approve minor revisions, clarifications, or field changes during an inspection at the discretion of the inspector. Revisions shall have details and justifying information stamped by the design professional responsible for the revision.
- **Re-inspection fees** are assessed for each inspection when the City receives too many inspection requests for the same correction item(s) or the inspection isn't ready (including not having approved plans on-site) when the inspector arrives on the project site. You will be notified in writing prior to any re-inspection fee being assessed to give you the opportunity to correct the problem. The re-inspection fees must be paid prior to receiving any more inspections for that portion of the project. The inspector will work with you on phased projects or inspections.
- **Please plan ahead.** Your construction schedule should always include time for inspections and the possibility of not passing your inspection the first time.

REQUIRED INSPECTIONS

- Erosion control inspection** shall be requested one day previous to the scheduled footing/foundation inspection and received an approval prior to any requests for footing or foundation inspections.
 - When an erosion control inspection has been completed and approved, the footing/foundation inspection can be requested.
 - If an erosion control inspection has not been requested prior to the request for a footing/foundation inspection or it is called in on the same day, the inspection will not be performed until erosion control approval has been obtained.

Footing/Foundation inspection shall be requested after all erosion control approvals have been obtained, reinforcing is in place per plans, and form work completed. Property pins are required to be exposed for this inspection so required setbacks can be verified. Approval will be granted by the building inspector after elements of the foundation meet the approved plans and City standards.

Post and beam or underfloor framing inspections require separate requests for the following:

- Post and beam or underfloor plumbing inspection.
- Post and beam or underfloor mechanical inspection.
- Post and beam or underfloor structural inspection.

All plumbing, mechanical, and structural installations must receive inspection approvals prior to covering the floor framing with any decking.

Shear wall inspection shall be requested after all exterior sheathing and hardware per the shear plans have been installed prior to covering wall sheathing with any vapor barrier, windows, and siding. Nails that don't penetrate the framing members (shiners) shall be removed and sheathing re-nailed prior to calling for inspection. Changes from engineered shear drawings will require the revision to be stamped by the engineer of record and may be provided at the time of inspection. If the revision is determined by the inspector to be large in scale and needs in-depth review, the revision will need to be brought in to the office for review and approval by our Plans Examiner.

Mechanical inspections shall be requested after all installations (furnace and ducting, gas water heater, gas flue(s), gas piping, bath fans, dryer duct, range ducting, etc.) are completed and prior to being covered by any construction elements. Gas piping installations will receive a green tag only after equipment installations are completed and a gas piping rough installation and pressure test has been approved. Most homes require gas lines to be pressure treated at a minimum 10psi for 15 minutes without any drop in pressure.

Electrical rough and/or services shall be requested after all installations (branch circuits, feeders, grounding, bonding, and any low-voltage wiring installations, etc.) are completed and prior to being covered by any construction elements.

Plumbing top outs shall be requested after all installations (water piping, drain waste, and venting, etc.) are completed and prior to being covered by any construction elements.

Framing inspection shall be requested after plumbing, electrical (including any low-voltage installations), mechanical (gas piping, refrigeration lines, ductwork, etc.), are completed and approved, roof covering and windows are installed, and before covering any elements of construction (insulation). Each of these inspections may be called for the same day, but the framing inspections must be last

- **Insulation inspections** shall be requested after all insulation and vapor barrier installations have been made and before covering with any finish surfaces (drywall).
- **Drywall inspections are only required** for walls that are fire rated or have any structural shear value to them and will be made after all fasteners are installed and prior to covering any joints or fasteners with joint or taping compounds. Fire-rated walls shall be installed to their installation instructions and listing. All fire-rated wall listings and installation instructions shall be made available to the inspector.
- **Licensing compliance inspections** will be performed by all City of Oregon City inspectors. If unlicensed individuals are found to be performing electrical or plumbing installations on a construction project, a stop work order will be posted for the entire project until such time as the contractor can prove only licensed employees are assigned to the project. If an individual performing plumbing or electrical installations refuses to show their license, a stop work order will be placed on the entire project until that individual produces the appropriate license. Apprentices shall not be working on a project without a journey overseeing their work. If an apprentice is found to be working on a project without a journey present, a stop work order will be placed on that portion of the work.
- **Final inspections:**

These inspections are to be called in together; however, the final building inspection can only be approved after the erosion control, sidewalk, landscape, plumbing, mechanical and electrical inspections have received approvals.

 - Final electrical inspection.
 - Final plumbing inspection.
 - Final mechanical inspection.
 - Final landscape inspection.
 - Final sidewalk/approach inspection.
 - Final erosion control inspection.
 - Final building inspections are performed after all other finals have been approved and prior to occupancy or use of the structure. Be sure and post the certificate of insulation provided by the installing contractor at the furnace.

The City of Oregon City's inspectors are here to assist you with the timely completion of your project. Please do not hesitate to call and ask questions. The inspectors try to always be available but on occasion are away from their phone. Please leave a voice mail message and your call will be returned within 24 hours.