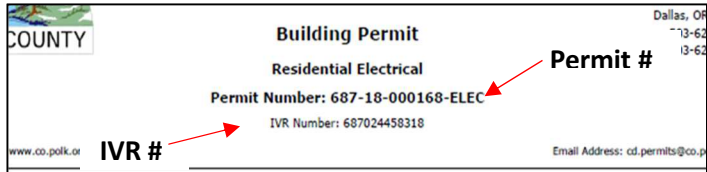


HOW TO SCHEDULE AN INSPECTION

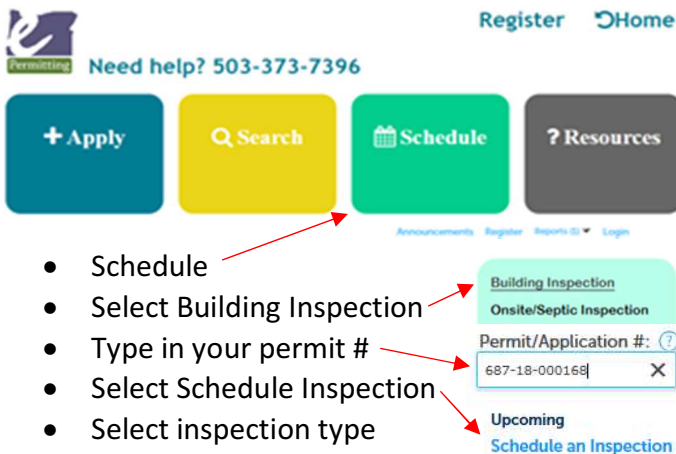
You can schedule inspections 24 hours a day, 7 days a week, online, through a smart phone app or by phone. **There are no electrical inspections on Friday.**

Have your **permit # in hand**. Polk County permits start with a 687-XX-XXXX.



OREGON EPERMITTING WEBSITE (Online)

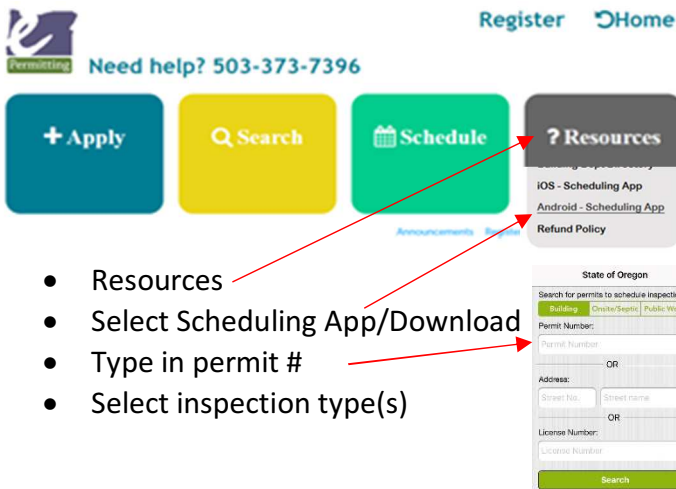
Go to: <https://aca.oregon.accela.com/oregon/>



- Schedule
- Select Building Inspection
- Type in your permit #
- Select Schedule Inspection
- Select inspection type

OREGON EPERMITTING SMART PHONE APP

Go to: <https://aca.oregon.accela.com/oregon/>



- Resources
- Select Scheduling App/Download
- Type in permit #
- Select inspection type(s)

OREGON EPERMITTING IVR SYSTEM CALL

What do you need to schedule an Inspection?

1. An **IVR Request Number** (On permit)
2. The **four-digit inspection code(s)** of the inspections you would like to schedule.

Dial : 1-888-299-2821

Initial Greeting:
Thank you for calling the State of Oregon Epermitting system.

Enter 12 digit IVR number located on your permit. (This is not your permit #)

Press **1** to schedule
Press **2** to cancel or reschedule
Press **3** to hear results
Press **0** to contact the jurisdiction who issued your permit during regular hours.
Press ***** for general info about the IVR system.

Enter the 4 digit inspection code. (Press * to hear the available inspection codes) Press the appropriate number for the desired inspection date.

Press **#** to go back one step
Press **0** to be connected to the jurisdiction who issued your permit.

Press **1** to leave the inspector a message
Press **2** to skip leaving the inspector a message
Enter your **area code** and **phone number**.

Inspection is scheduled and confirmation number is listed.



If you need additional assistance scheduling an inspection, please contact our office at **(503) 623-9237**.