

# City of Wilsonville

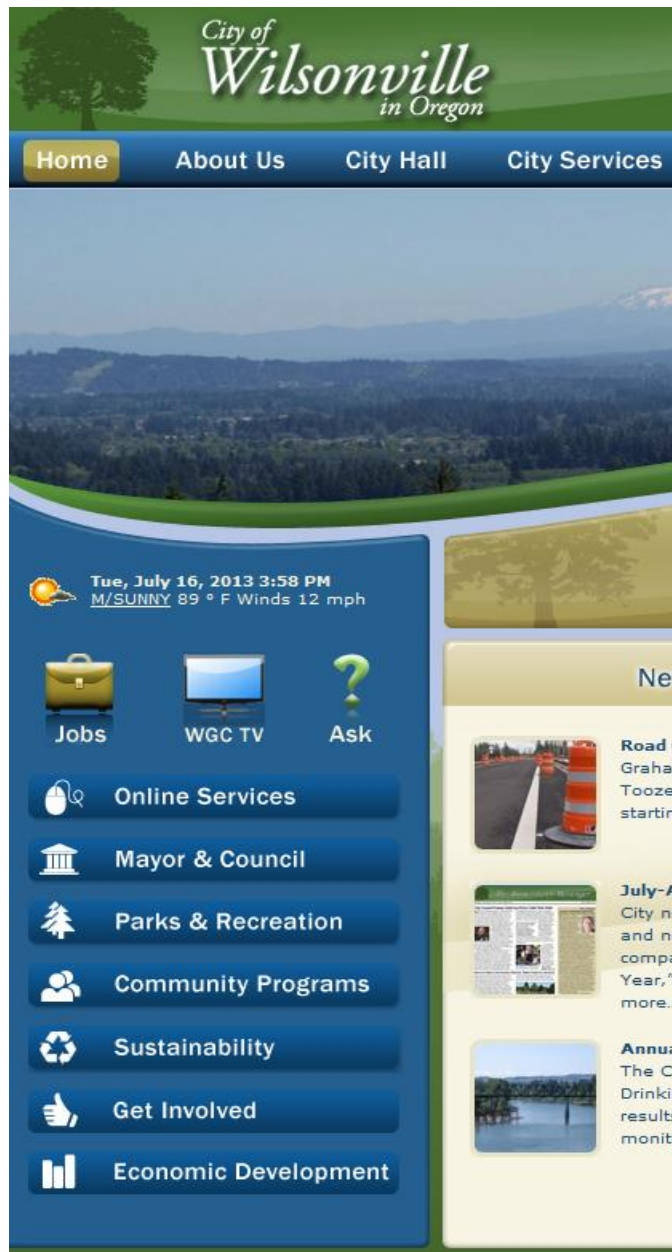
## **Request Inspections and Find Inspection Results Online**

**\*Building Division Office: 503-682-4960**

Our website is available 24 hours a day, 7 days a week for your convenience.

### **To request an inspection:**

- 1.) Go to our website at [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)
- 2.) On the left hand side, click on "Online Services"



3.) Click on "Schedule new Inspection" in the 3<sup>RD</sup> Box over on the Right side.



4) Enter just your permit number including dashes (Example: BB12-1234) OR Enter just the numeric of the street address (Example: 29799) **ONLY ENTER ONE FIELD.** If you would like to see all permits associated to your business you would enter \*BUSINESS NAME\* including asterisk only in the applicant field. You can also see inspection results using the above directions; you may also enter the permit number only to see inspection results. Click on "Search for Permits"

The screenshot shows the 'Permits & Inspections: Search' form. The 'Street Address' field contains the value '29799'. The 'Permit No.' field contains 'BB13-0291'. The 'Applicant' and 'Owner' fields are labeled '(Last Name)'. The 'Permit Type' dropdown menu is set to 'Select a Permit type...'. A black arrow points from the text above to the 'Search for Permits' button at the bottom of the form.

5) The permit you searched for will now display on the screen. Click the permit number.

The screenshot shows the City of Wilsonville website with the following content:

- City of Wilsonville in Oregon logo
- Home Citizen Services
- Permits & Inspections: Search Results
- Logon Help Contact
- New Permit Search
- Permit Search Results

Permit#:	App. Date	Street Address	Type	Description	Fees Due
BB13-0291	06/12/2013	29799 SW TOWN CENTER LOOP E	Commercial Tenant Improvement	TEST PERMIT	0.00

6). The inspection web form will open for you. Select the type of inspection needed, and then select the date from the drop down box. Leave information for the inspector in the comment box. **THIS IS A PUBLIC COMMENT BOX IF YOU NEED TO LEAVE LOCKBOX CODE PLEASE CALL 503-570-1553 or 503-570-1537.**

The screenshot shows the 'Schedule Inspections' web form in Internet Explorer. The browser address bar shows the URL: https://www.cityofwilsonville.org/Default.asp?Build=PM,pmPermit.Sched

The form displays the following information:

- Permit Number: BB13-0291
- Applied: 06/12/2013, Approved: 06/12/2013, Issued: 06/12/2013, Expires: 12/09/2013
- Type: Commercial Tenant Improvement
- Status: issued
- Permit Description: TEST PERMIT
- Permit Address: 29799 SW TOWN CENTER LOOP E WILSONVILLE OR 97070-9454
- Applicant: CITY OF WILSONVILLE URBN RL
- Owner: CITY OF WILSONVILLE URBN RL

Below the form, there is a table of inspection options:

Code/Inspection	Scheduled Date	Comments
105 - CEILING GRID	07/17/13 - Wednesday	
118 - BLDG FINAL	Not Scheduled	
107 - CMU REBAR	Not Scheduled	
117 - DRWY/APPRCH/SIDEWALK/FRNT STOOP	07/18/13 - Thursday 07/19/13 - Friday 07/22/13 - Monday	
115 - DRYWALL/FIREWALL	Not Scheduled	
103 - EXT. SHEAR NAILING	Not Scheduled	
114 - FIRE ALARM	Not Scheduled	

At the bottom of the form, there is a 'Submit Requests' button.

6) Click "Submit Requests", this will then show "Changes Saved" in green.

Home Citizen Services

▲ Permits & Inspections: Schedule Inspections Logon Help Contact

BB13-0291 Applied Approved Issued Final Expires  
06/12/2013 06/12/2013 06/12/2013 12/09/2013


Type **Commercial Tenant Improvement** Status **issued**

Permit Description Permit Address **29799 SW TOWN CENTER LOOP E WILSONVILLE OR 97070-9454**

**TEST PERMIT** Applicant **CITY OF WILSONVILLE URBN RL** Owner **Y**  
Owner **CITY OF WILSONVILLE URBN RL**

Listed below are the inspections which you can schedule online for this permit. Enter the date(s) that you would like to set for these inspection(s), click the "Next Step" button to save your selections. Please keep in mind that you are **requesting** these date(s), there may be circumstances which make it impossible to conduct the inspection on the date you select. To change or cancel an inspection scheduled for TODAY, please call our offices for assistance.

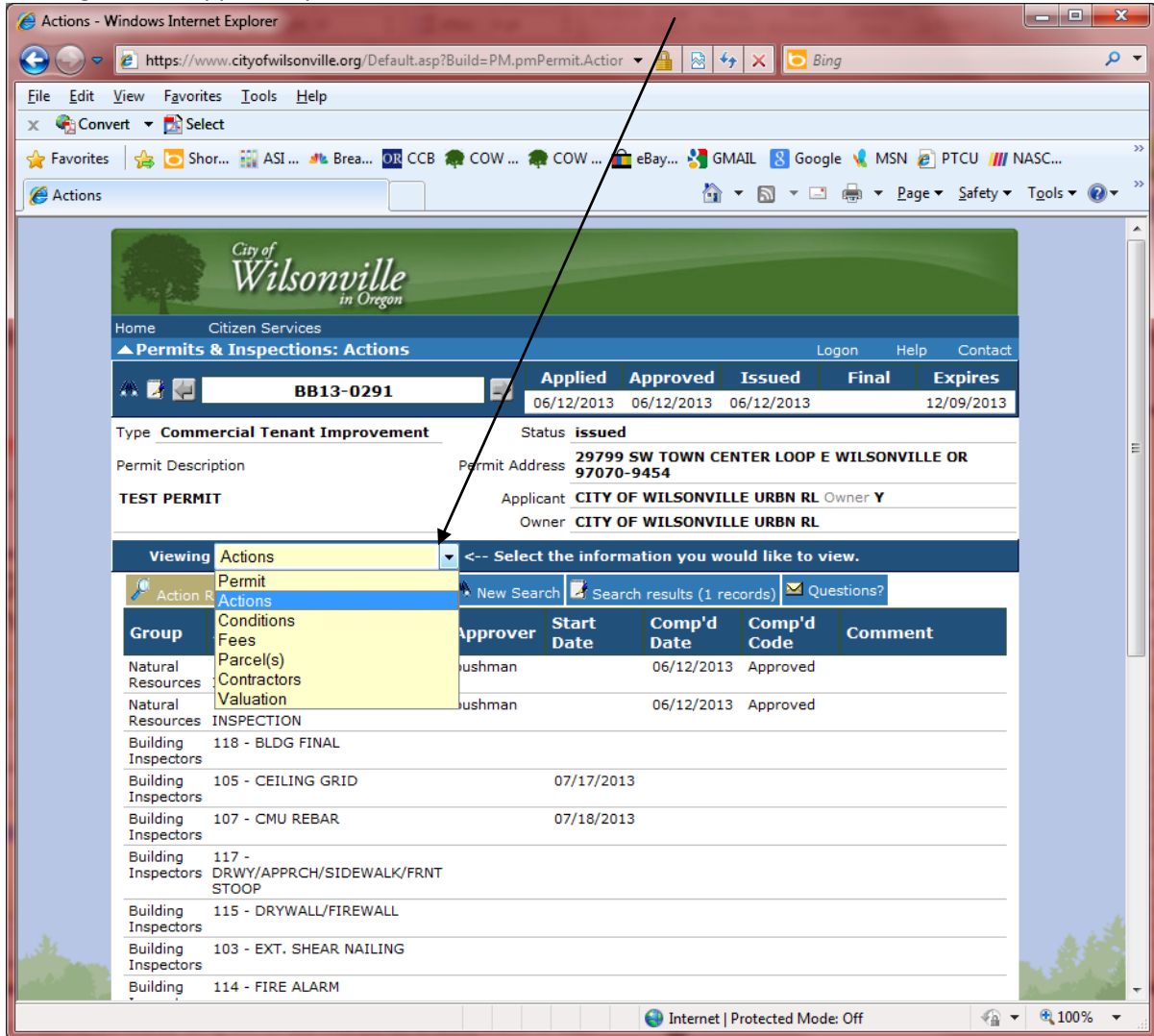
Action Results Schedule Inspections New Search Search results (1 records) Questions?

Submit Requests  **Changes Saved**

Code/Inspection	Scheduled Date	Comments
105 - CEILING GRID	07/17/13 - Wednesday	

**To check the status of an inspection:**

- 1.) All inspections should be entered and available online. All the actions performed on this permit will display, along with an approval, partial, or denial status for each action.



City of Wilsonville in Oregon

Home Citizen Services

▲ Permits & Inspections: Actions Logon Help Contact

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Owner **CITY OF WILSONVILLE URBN RL**

Viewing Actions <-- Select the information you would like to view.

Group Conditions Fees Parcel(s) Contractors Valuation

Group	Inspector	Start Date	Comp'd Date	Comp'd Code	Comment
Natural Resources	ushman		06/12/2013	Approved	
Natural Resources	ushman		06/12/2013	Approved	
Building Inspectors		07/17/2013			118 - BLDG FINAL
Building Inspectors		07/17/2013			105 - CEILING GRID
Building Inspectors		07/18/2013			107 - CMU REBAR
Building Inspectors					117 - DRWY/APPRCH/SIDEWALK/FRNT STOOP
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