

IVR CODE LIST

EROSION CONTROL

6010 Preliminary Erosion Control

BUILDING

1020 Setback
1110 Footing
1118 Footing Drains/Foundation
1120 Foundation
1150 Slab Flatwork
1360 Masonry Rebar
1220 Underfloor Framing
1225 Underfloor Radon
1530 Exterior Shearwall
1520 Interior Shearwall
1265 Radon Installation
1260 Framing
1430 Wall Insulation
1540 Gypsum Board/Lath/Dry Wall
1560 Firestop
1600 Ceiling Grid
1440 Ceiling Insulation
1410 Underfloor Insulation
1620 Roofing
5300 Manf Home Set-Up
5630 Manf Home Skirting
1920 Other - Building

PLUMBING

3300 Water Service
3200 Sanitary Sewer
3400 Storm Sewer
3420 Crawl Space Drain
3150 Underslab Plumbing
3170 Underfloor Plumbing
3500 Rough Plumbing
3650 Shower Pan
3815 Sewer Plug
3620 Backflow Device
3920 Other - Plumbing

MECHANICAL

2200 Underfloor Mechanical
2250 Gas Piping
2300 Rough Mechanical
2530 Kitchen Exhaust/Commercial Hood
2920 Other - Mechanical

ELECTRICAL

4000 Temporary Service
4140 Underground Electric
4500 Rough Electrical
4110 Grounding/Bonding
4530 Comm. Wall Cover
4540 Comm. Ceiling Cover
4240 Feeders
4220 Service
4550 Limited Energy
4559 Limited Energy Ceiling Cover
4750 Tool/Equipment Connection
4920 Other - Electrical

FIRE

UNDERGROUND FIRE MAINS

8090 Thrust Block and Cover
8070 Hydrostatic Underground
8080 Flush Underground

SPRINKLER/ALARMS/OTHER

8620 Fire Sprinkler Pressure Test
8920 Installation and Cover
8330 Hood Suppression
8920 Other- Fire

FINALS

6050 Erosion Control
6140 Site/Landscaping
1065 Sidewalk/Approach
5999 Manufactured Dwelling
8999 Fire
3999 Plumbing
2999 Mechanical
4999 Electrical
1999 Building



City of Hillsboro

Building Department
150 E Main St, 4th Floor
Hillsboro, OR 97123
(503) 681-6144
www.hillsboro-oregon.gov

Ways To Schedule

Inspections through the City of Hillsboro Building Department may be scheduled 24 hours a day, 7 days a week. Same day inspections are available, but must be scheduled before 6am.

Inspection Hours:

Monday - Friday, 8am - 4:30pm
Closed on holidays.

*Need an inspection outside of business hours?
Give us a call at 503-681-6144, we'll help you
schedule it.*

Ways To Schedule Inspections:

- Web Scheduler
- E-mail Inspection Request Form
- Automated Phone System

Online Inspection Scheduling

You can now schedule inspections using our online scheduler. Visit our website and follow the prompts!

www.hillsboro-oregon.gov/inspections

Inspection request forms are also available on our website:

www.hillsboro-oregon.gov/building

- Click on *Permits*
- Click on *Applications, Forms & Permits*
- Form can be found under "Inspection Forms"

Inspection forms should be e-mailed to:

building_dept@hillsboro-oregon.gov

Automated Phone System

To schedule your inspection using our automated IVR phone system, please call
(503) 681-6244

At the Main Menu, choose from the following options:

- Press [0] to access the automated system
- Press [1] to schedule an inspection
- Press [2] to cancel or reschedule an inspection
- Press [3] to obtain inspection results
- Press [0] to speak with City staff or leave a message
- Press [*] to hear general information about this system

Step 1: Access Main Menu

Press [1] to schedule an inspection

Step 2: Letters or Numeric Permit Number

Press [1] if your permit number begins with letters
Press [2] if your permit number is all numeric
Press [#] for previous entry

Step 3: Enter Permit Letters

Enter the first 2-3 letters of your permit number.
Press #.

Step 4: Enter Permit Numbers

Enter the 7 digits of the permit number (no dash).
Press #.

Step 5: Enter Inspection Code

Enter the 4 digit inspection code (see list of IVR codes in this brochure) or use system prompts to hear a list of codes

Step 6: Select Inspection Date

System allows scheduling up to 5 business days out.
Listen carefully for the next available date

Step 7: Follow All Remaining Prompts

1. Be sure to listen carefully and follow all prompts.
2. At the end of the message, take note of the confirmation number.
3. If a confirmation number is not given, please call 503-681-6144.

Cancel/Reschedule Inspections

Inspections can be canceled by using our automated phone system (503-681-6244), or by calling the main office (503-681-6144).

Step 1: Access Main Menu

Press [0] to access the automated system
Press [2] to cancel an inspection

Step 2: Follow Steps 2-4 for Automated Phone System

If it's after 8:00am and you need to cancel an inspection same-day, please call
(503) 681-6144.

