



Marion County

OREGON

Public Works Land Development Engineering & Permits

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<http://co.marion.or.us/PW/Engineering/>

How to Schedule

A Public Works

Inspection

How to Schedule A Public Works Inspection

Ways you can schedule an inspection:

1. Using the Oregon ePermitting Citizen Portal
 - a. <https://www.oregon.gov/bcd/epermitting/howto/Pages/aca.aspx>
2. Using the Oregon ePermitting app for Android and iOS users
 - a. iOS ePermitting App user guide:
<https://www.oregon.gov/bcd/epermitting/app/Documents/using-ios-oea.pdf>
 - b. Android ePermitting App user guide:
<https://www.oregon.gov/bcd/epermitting/app/Documents/using-android-oea.pdf>
 - c. Other help guides when using the Oregon ePermitting App:
<https://www.oregon.gov/bcd/epermitting/app/Pages/index.aspx>
3. Using the Interactive Voice Response (IVR) phone line
 - a. <https://www.oregon.gov/bcd/epermitting/howto/Pages/ivr.aspx>
4. SelecTXT Text Messaging System
 - a. <https://www.oregon.gov/bcd/epermitting/Documents/brochures/selecTXT.pdf>
5. Contacting Land Development Engineering and Permits
 - a. Phone Number: 503-584-7714 or 503-588-5036
 - b. Email Address: MCLDEP@co.marion.or.us

Permit types that cannot be scheduled via these methods are:

1. Event Permits, a [Post Event Report](#) is required upon conclusion of an Event.
2. Road Closure Permits
3. Annual Permits

What information you need to schedule an inspection:

1. One of these:
 - a. The record number listed on the permit
 - b. The IVR number listed on the permit
 - c. The site address listed on the permit
2. And this: An IVR inspection code for the inspection you are scheduling see page 2 for list of codes.

What to keep in mind:

1. We prefer you use methods #1 through #4 as several calls and emails can slow down permit production.
2. You can schedule an inspection up to a 7 days in advance. Please be mindful of holidays as our inspectors will be unable to inspect on those days.
3. Time preferences are only a request and an inspector may not be able to make that time.
4. Event Permits, Road Closure Permits, and Annual Permits do not require inspections. Utility Permits are not applicable to these scheduling methods.

IVR Inspection Codes

- Access (Driveway):
 - 9542 Pavement Prep: Pre-Pave base rock (Asphalt)
 - 9520 Approach Forms: Pre-Pour forms (Concrete)
 - 6370 Stormwater Culvert/Riprap: For Culvert Pre-Cover
 - 9515 Final Driveway
- Utility Work in Right-of-Way:
 - For Utility Inspections please email MCLDEP@co.marion.or.us when work is completed
- General Work in Right-of-Way/Major Construction:
 - 6250 Fill Inspection
 - 6270 Trench Backfill Compaction
 - 9509 Shoulder Repair
 - 9510 Curb and Gutter
 - 9511 Pavement
 - 9536 Manhole Installation (Including Pipe Connections)
 - 9558 Final Sidewalk
 - 9560 Sidewalk Forms
 - 9574 Street Curb Grade Proofroll
 - 9576 Street Paving
 - 9578 Street Subgrade
 - 9999 Final ROW
- Erosion and Sediment Control Permit:
 - 6010 Preliminary Erosion Control: Pre-Construction
 - 6012 Mid Erosion Control: Implementation
 - 6050 Final Erosion Control
- Onsite Stormwater Permit:
 - 6140 Landscape Mitigation/Env Zone Planting
 - 6301 On-Site Stormwater Facility: Dig Out/Piping
 - 6302 On-Site Stormwater Facility: Soil & Planings
 - 6303 Final On-Site Stormwater Facility

Accela Customer Access (ACA)

1. Browse to <https://aca-oregon.accela.com/oregon/Default.aspx>.
2. Hover over the teal Schedule button at the top of the page. Click on Public Works.
3. In the General Search section, enter the permit number or the street number and name, select Search. Change the Start Date field to find permits over 5 years old.
4. Note there may be required inspections already pended to your permit under the Upcoming section. If one of these pending 'TBD' inspections is what you are looking to schedule, select the Actions dropdown and select Schedule.
5. For new and not pending inspections, select Schedule or Request an Inspection. A list of available inspections types will be displayed, page through to find the IVR Inspection Code needed. Make your selection and select Continue.
6. You can schedule an inspection up to a week in advance. Please be mindful of holidays as our inspectors will be unable to inspect on those days. Select a date for inspection then select 'All Day' and Continue.
7. You are able to Change Contact if the contact listed is not applicable for this inspection. After you verify the information, select continue.
8. You are able to Include Additional Notes, if applicable, to your inspection request, for example if you prefer a time of day or if there is gate code needed to access your property. Note that time preferences are only a request, there is no guarantee that the inspector can accommodate your request.
9. Select Finish to complete your scheduling request.

ePermitting Apps

1. Download and Open the ORInspect App, enter the Permit Number located on your permit document.
2. Select SCHEDULE AN INSPECTION to proceed.
3. You can select one or more inspection codes and schedule inspections for all of them at once on the selected permit, if desired – or select a single inspection to schedule – then select NEXT.
4. Select the date you wish to schedule – if you selected multiple inspection codes on this one permit, they will all be scheduled for this date.
5. Enter the Contact Name and Phone Number you want associated with the inspection, and enter any Comments you wish to attach to your request – select SUBMIT.
6. A message will pop up indicating that your inspection(s) has been successfully scheduled.

Interactive Voice Response (IVR)

1. Call 888-299-2821.
2. Enter your 12-digit IVR Tracking Number located on your permit document.
3. Press 1 to schedule. Note do not hang up until you get your confirmation number or your inspection will not be scheduled!
4. Enter the 4-digit inspection code for the inspection type you wish to schedule.
5. Select the day/date you would like to schedule for as presented.
6. Press 1 to enter a message for the Inspector regarding your inspection, or 2 to skip this option.
7. Enter your 10-digit phone number for reference, press 1 to confirm what you entered is correct.
8. To be automatically notified of your result, press 5 – to skip this option and get your confirmation number, press 1.

SelecTXT

1. Text SCHEDULE to 888-299-2821.
2. Enter your 12-digit tracking number located on your permit document.
3. Enter the 4-digit inspection code for the inspection you wish to schedule
4. Text NEXT for next available day or enter the day you would like to schedule for. Use mm/dd as the format for example 11/01.
5. You will receive a reply summarizing your scheduling request – text YES to finalize the inspection, ADD to add a comment to the inspector prior to finalizing, or BACK to edit of the inspection details.
6. Upon entering YES, you can then either enter another 4-digit inspection code to schedule more inspections for the same tracking number, SCHEDULE to schedule for a different tracking number, or END to end the current scheduling session – text END which ends your scheduling session.
7. You can schedule in “power mode” instead. You can enter all the prompts in one single text message for example: SCHEDULE (IVR tracking number (inspection code) NEXT YES. You will then receive a return text confirming your inspection has been scheduled.

Information made available by Oregon ePermitting
<https://www.oregon.gov/bcd/epermitting/howto/Pages/index.aspx>