



Inspection Scheduling Guide

Updated: July 2016

Thank you for utilizing ePlans. This guide will assist you in scheduling inspections for your associated permit(s) online, 24-hours a day. In addition to scheduling inspections, the ePlans site will also allow you to cancel, reschedule and view inspection results.

Step 1:

Go to the ePlans gateway at permits.corvallisoregon.gov and locate the log in box on the right side of the screen.

If you do not have an account, select the "New Users: Register for an Account" link at the bottom of the log in box.

Step 2:

Once logged in, select "Schedule an Inspection" under the Development Services' available services.

Welcome

You are now logged in and have access to the services listed below.

What would you like to do today?

Step 3:

A list of your applications or permits will be populated. Only permits with a status of "Issued" may have inspections scheduled.

Click the case number of the permit you want to schedule an inspection.

My Cases

The following cases are associated with your ePlans account. Click the Case # link for more details, or to view the property location on a map, place a checkmark in the box next to the record you would like to map, and click the "Show on Map" button.

Showing 1-8 of 8 | [Add to collection](#) [Show on Map](#)

Case #	Project Name	Address	Application Date	Status	Action Required?
<input type="checkbox"/> 16TMP-000208		501 SW MADISON AVE, CORVALLIS OR 97333 United States	04/18/2016		Resume Application
<input type="checkbox"/> APP15-00036		501 SW MADISON AVE, CORVALLIS OR 97333 United States	11/16/2015	Complete	
<input type="checkbox"/> BLD15-00716	New Garage for SFD	501 SW MADISON AVE, CORVALLIS OR 97333 United States	11/16/2015	Void	
<input type="checkbox"/> PRE15-00020	Eplans Test of Proposed New Development	501 SW MADISON AVE, CORVALLIS OR 97333 United States	10/27/2015	Meeting Held	
<input type="checkbox"/> BLD15-00001	Bluebeam Training Test Case -nob	501 SW MADISON AVE, CORVALLIS OR 97333 United States	03/02/2015	Void	
<input type="checkbox"/> BLD15-00078	Test Case	501 SW MADISON AVE, CORVALLIS OR 97333 United States	02/19/2015	Issued	
<input type="checkbox"/> EXC15-00001	2015 Test Case	501 SW MADISON AVE, CORVALLIS OR 97333 United States	01/06/2015	Void	
<input type="checkbox"/> MEC15-00001	TEST CASE 20-NOBE-15	501 SW MADISON AVE, CORVALLIS OR 97333 United States	01/02/2015	Void	

Step 4:

Scroll through the case details to the inspections section. Under this section you will see completed inspections and any inspections that are currently scheduled for the project.

Click on "Schedule or Request and Inspection" to start the scheduling process.

Inspections

Upcoming

[Schedule or Request an Inspection](#)

There are no pending inspections.

Completed

There are no completed inspections on this record.

Step 5:

Select the inspection you would like to schedule. ←

Click the "Continue" button to proceed. ←

Note: Only one inspection can be schedule at a time. If you have multiple inspections to schedule on a permit, you will need to repeat these steps for each inspection.

Schedule/Request an Inspection
Available Inspection Types (42)
 Show all inspections

- 120 LDC Natural Features
- 125 LDC Cuts and Fills
- 130 Footing/Foundation/Stem Wall
- 135 Slab
- 140 Structural Steel
- 145 Dampproofing
- 155 Post and Beam
- 160 Mechanical Underfloor
- 170 Shearwall/Brace Panel
- 175 Masonry

< Prev 1 2 3 4 5 Next >

Continue

Step 6:

Select an available date from the calendar. Inspections can be scheduled up to 2-weeks in advance, but must be schedule by 7:00 am for same day inspections. ←

Once a date is selected the system will ask you if you would like an am or pm inspection. You will need to select one. If you do not have a preference, a note can be added later. ←

Click the "Continue" button to proceed. ←

Schedule/Request an Inspection
Inspection type: 135 Slab

To continue, select an appointment date and time range by clicking a link on the calendar below:

Apr 2016							May 2016							Jun 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		

< Prev Next >

Available Times for Wednesday, Apr 20 2016

- Morning
- Afternoon

Continue

Step 7:

Verify that the inspection type and location is correct.

Click the "Continue" button to proceed. ←

Schedule/Request an Inspection
Inspection type: 135 Slab

Location and Contact
Verify whether the location and contact person for the selected inspection are correct.

Location
501 SW MADISON AVE

Continue

Step 8:

Click on "Include Additional Notes" to add notes about the requested inspection. This is ideal for inspections of only part of an area, for mentioning that you have no time preference, or for requesting a 15 minute call ahead. ←

Schedule/Request an Inspection
Confirm Your Selection
Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: 135 Slab
Date and Time: 04/20/2016 Afternoon
Location: 501 SW MADISON AVE

[Include Additional Notes](#)

Cancellation and Reschedule Policy:
Reschedule must be made before 07:00 AM.
Cancellations must be made before 07:00 AM.

Finish Back Cancel



Step 9:

Once your note is complete click the "Finish" button to submit the request. 

Schedule/Request an Inspection X

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: 135 Slab
Date and Time: 04/20/2016 Afternoon
Location: 501 SW MADISON AVE

Include Additional Notes

Optional Comments or Instructions for your Inspector:
 No Preference on am or pm. Slab reinforcing steel inspection for footings only. Please call 15 minutes ahead. |

(Please include an alternate phone number if different from the contact information provided in your application.)

Cancellation and Reschedule Policy:
 Reschedule must be made before 07:00 AM.
 Cancellations must be made before 07:00 AM.

Finish 

Step 10:

Congratulations. Your inspection is now scheduled.

▼ Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

135 Slab
 Scheduled for 04/20/2016 Actions ▼

Completed

There are no completed inspections on this record.

Canceling or Rescheduling:

If you need to cancel or reschedule your inspection, click on "Actions" for a dropdown of available actions. 

▼ Inspections

Upcoming (1)

[Schedule or Request an Inspection](#)

135 Slab
 Scheduled for 04/20/2016 Actions ▼

Completed

There are no completed inspections on this record.

View Details
 Reschedule
 Cancel 

Results:

After your inspection is complete, you can view the results by clicking on "View Details". 

▼ Inspections

Upcoming

[Schedule or Request an Inspection](#)

There are no pending inspections.

Completed (1)

Pass - 1
 135 Slab
 Result: Pass on 04/20/2016 [View Details](#) 

Email Notification:

In addition to viewing the inspection results through ePlans, your project's Inspection Contact(s) will be automatically emailed the inspection results.



If you have any questions about scheduling an inspection or experience an error, please contact us by email at eplans@corvallisoregon.gov or at (541) 766-6929.



Community Development: Development Services Division

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