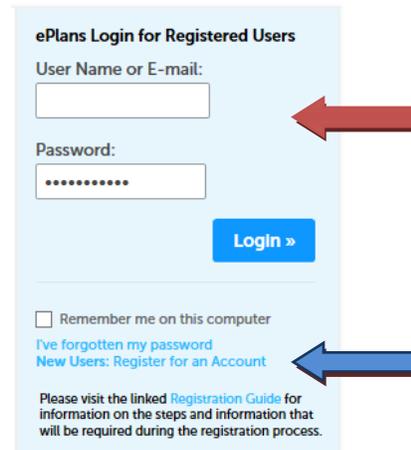


Thank you for choosing the City's ePlans permitting system. This guide will assist you in scheduling inspections for your associated permit(s) online, 24-hours a day. In addition to scheduling inspections, the ePlans site will also allow you to cancel, reschedule and view inspection results.

Step 1:

Go to the ePlans gateway at corvallispermits.com 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. 

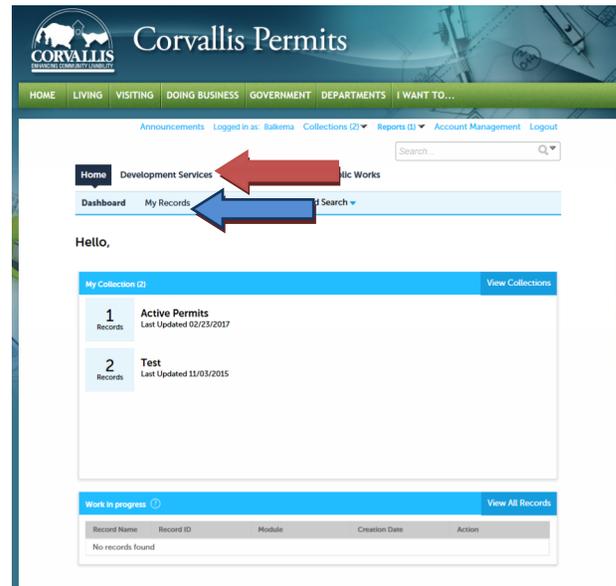


Step 2:

Once logged in, you have two options to access the permit you would like to request an inspection. The first would be to select "my records". This option provides only records associated with your ePlans account. 

The second option is to select the "Development Services" tab. This allows you to either select Development Services permits associated with your ePlans account or allows you to search for any permit. 

Note: If you use the search option, we have discovered that entering less information to the search area provides better results. For example, if you know the permit number you want to access, only enter that number in the case area. Similarly, if you are searching by address, only enter the address number and street name.



Step 3:

From your list or from the search results, locate the permit number you would like to schedule an inspection.

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

Note: Only permits with a status of "Issued" may have inspections scheduled.

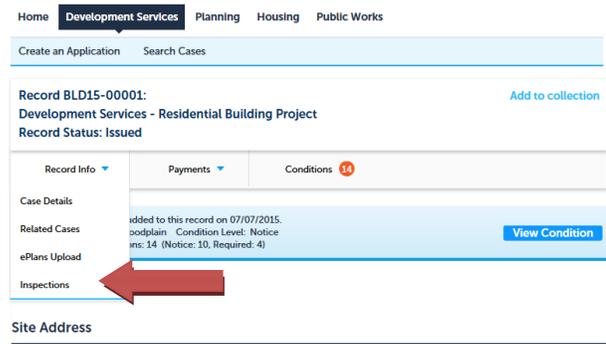
Development Services

Showing 1-4 of 4 | Add to collection

Case #	Project Name	Address	Application Date	Status	Action Available
<input type="checkbox"/> DFL37-00001	TEST TEST TEST	501 SW MADISON AVE, CORVALLIS OR 97333 United States	06/27/2017	Ready To Issue	
<input type="checkbox"/> ELP16-01203	Void	501 SW MADISON AVE, CORVALLIS OR 97333 United States	10/27/2016	Void	
<input type="checkbox"/> BLD15-00001		501 SW MADISON AVE, CORVALLIS OR 97333 United States	03/02/2015	Issued	
<input type="checkbox"/> BLD15-00078	Bluebeam Inspector Training Case	501 SW MADISON AVE, CORVALLIS OR 97333 United States	02/19/2015	Void	

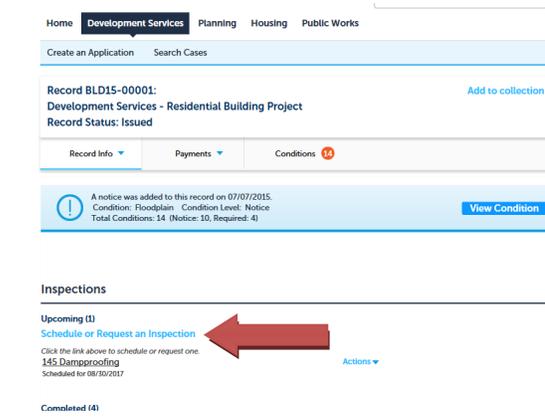
Step 4:

On the permit record's main page select the "Records" dropdown menu and select "Inspection".



Step 5:

To schedule an inspection click on the "Schedule or Request an Inspection".

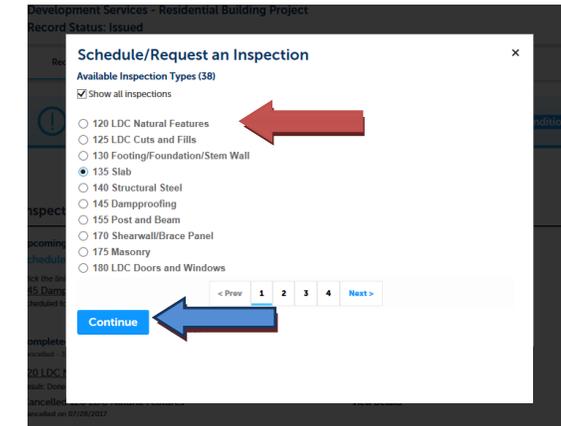


Step 5:

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.



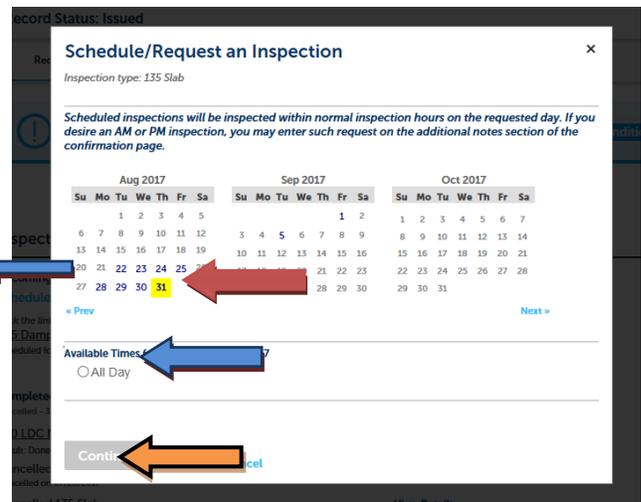
Step 6:

Select an available date from the calendar. Inspections can be scheduled up to 10-days in advance, but must be schedule by 7:00 am for same day inspections.

Once a date is selected, select "all day" for the available time.

Click the "Continue" button to proceed.

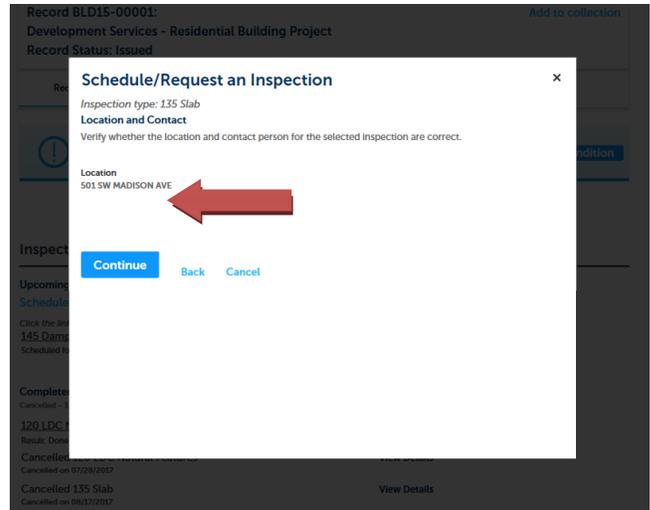
Note: If you desire an AM or PM inspection or a 15-minute call ahead, please include that request within the additional notes.



Step 7:

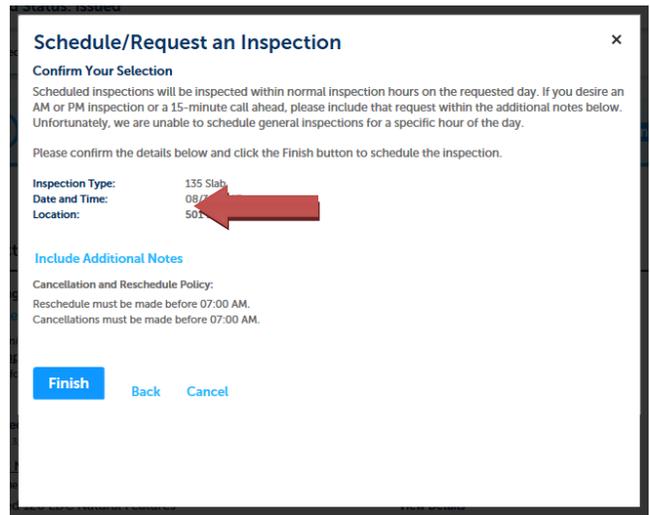
Verify that the inspection type and location is correct.

Click the "Continue" button to proceed. 



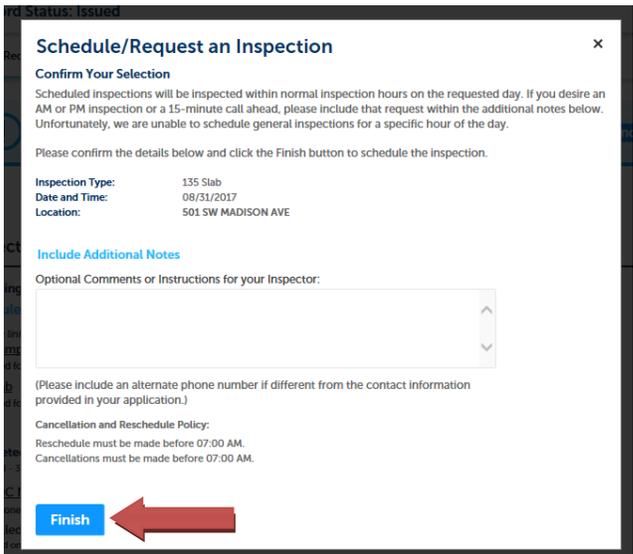
Step 8:

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 an am or pm preference, or for requesting a 15 minute call ahead. 



Step 9:

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



Community Development: Development Services Division

501 SW Madison Avenue, P.O. Box 1083 Corvallis, OR 97339-1083

Phone: (541) 766-6929 Email: ePlans@corvallisoregon.gov

Step 10:

Congratulations. Your inspection is now scheduled.

Note: An inspection scheduled confirmation email we be sent to the requester and all inspection contacts listed in case.

Development Services - Residential Building Project
Record Status: Issued

Record Info | Payments | Conditions **14**

! A notice was added to this record on 07/07/2015.
Condition: Floodplain Condition Level: Notice
Total Conditions: 14 (Notice: 10, Required: 4) [View Condition](#)

Inspections

Upcoming (2)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

145 Dampproofing
Scheduled for 08/30/2017 [Actions](#)

135 Slab
Scheduled for 08/31/2017 [Actions](#)

Canceling or Rescheduling:

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

Inspections

Upcoming (2)
[Schedule or Request an Inspection](#)

Click the link above to schedule or request one.

145 Dampproofing
Scheduled for 08/30/2017 [Actions](#)

135 Slab
Scheduled for 08/31/2017 [Actions](#)

Completed (5)
Cancelled - 3; Done - 1; Rescheduled - 1

[View Details](#)
[Reschedule](#)
[Cancel](#) 

Results:

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

Completed (5)
Cancelled - 3; Done - 1; Rescheduled - 1

120 LDC Natural Features
Result: Done on 01/20/2017 [View Details](#)

Cancelled 120 LDC Natural Features
Cancelled on 07/28/2017 [View Details](#) 

Cancelled 135 Slab
Cancelled on 08/17/2017 [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.



To: [redacted]

This is an email to inform you that the inspection **135 Slab** has been completed at **501 SW MADISON AVE** on 4/20/2016.

The inspection was resulted **Pass** with the following comments:
Rebar installed. Okay to pour.

[Download Inspection Result PDF](#)

Please email me if you have any questions.

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.



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