

## Inspection FAQs

### What information do I need to schedule an inspection?

The IVR tracking number, and the inspection code for the inspection you are scheduling.

### What is the best method to schedule an inspection?

Methods number 1 through 4 will provide the quickest response and assurance that your inspection has been scheduled. Numbers 2 or 4 are good options if you do not know your IVR tracking number.

### How far out can I schedule an Inspection?

You can schedule an inspection up to 5 business days in advance. Please be mindful of holidays as our inspectors will be unable to inspect on those days and your inspection will be pushed to the next available day.

### Can an inspector meet me at 2:00 PM?

Time preferences are only a request and an inspector may not be able to make a specific time work with their schedule.

### I don't see Utility Inspection Codes...

For Utility Work in Right-of-Way Permit inspections please email MCLDEP@co.marion.or.us when work is completed. Do not schedule an inspection via these methods as your request may not be seen.

### I don't see an answer to my question...

For more information on the various inspection scheduling methods please visit: <https://www.oregon.gov/bcd/epermitting/howto/Pages/inspections.aspx>

## Questions? Fill Out Our Contact Form:



Scan Me!

OR

<https://forms.office.com/g/SNU3n5eGjL>

Click Me!

OR

### CONTACT US

PHONE:  
503-584-7714

EMAIL:  
MCLDEP@CO.MARION.OR.US

ADDRESS:  
5155 SILVERTON RD NE  
SALEM, OR 97305

HOURS:  
8:00 AM TO 5:00 PM  
MONDAY THRU FRIDAY

Updated: 12/6/2023

## SCHEDULING PUBLIC WORKS INSPECTIONS



Marion County

OREGON

Public Works  
Land Development  
Engineering & Permits (LDEP)

# SCHEDULING PUBLIC WORKS INSPECTIONS

## Usable IVR Inspection Codes

### Access (Driveway)

- 9542: Pavement Prep (Asphalt Pre-Pave)
- 9520: Approach Forms (Concrete Pre-Pour)
- 6370: Stormwater Culvert/Riprap
- 9515: Final Driveway

### 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 + Pipe Connections
- 9558: Final Sidewalk
- 9560: Sidewalk Forms (Concrete Pre-Pour)
- 9574: Street Curb Grade Proof roll
- 9576: Street Paving
- 9578: Street Subgrade
- 9999: Final ROW

### Erosion & Sediment Control

- 6010: Prelim Erosion Control Pre-Construction
- 6012: Mid Erosion Control Implementation
- 6050: Final Erosion Control

### On-Site Stormwater

- 6140: Landscape Mitigation/Env Zone Planting
- 6301: On-Site Stormwater Facility Dig Out
- 6302: On-Site Stormwater Facility Planting
- 6303: Final On-Site Stormwater Facility

## #1 Interactive Voice Response Line

Once you call, do not hang up until you get your confirmation number or your inspection will not be scheduled!

1. Call 888-299-2821.
2. Enter the IVR Tracking Number.
3. Press 1 to schedule.
4. Enter the Inspection Code.
5. Select the date you would like to schedule.
6. Press 1 to enter a message for the inspector regarding your inspection, or 2 to skip this option.
7. Enter your phone number for reference, press 1 to confirm what you entered.

## #2 ePermitting Mobile Apps

1. Download the Oregon ePermitting App from your mobile device's app store.
2. Be sure you have selected the Public Works Module on the top of your screen.
3. Search by your Permit Number.
4. Select Schedule an Inspection.
5. Select the Inspection Code. Select Next.
6. Select the date you wish to schedule.
7. Enter the contact name and phone number you want associated with this inspection.
8. Enter any comments you have. Submit.
9. A message will pop up indicating that your

## #3 SelectTXT

1. Text 888-299-2821 with a single text string formatted as:
2. S (IVR TRACKING NUMBER) (INSPECTION CODE) NEXT
3. You will receive a return text to confirm the details of your inspection.
4. Follow any prompts that are returned.
5. Send END when finished.

## #4 Accela Customer Access (ACA)

1. Go to [ACA](#) Easy Inspection Scheduling.
2. Enter your permit number, street address, or professional license number to find your permit.
3. Click Search.
4. Click Schedule a New Inspection.
5. Select the Inspection Code.
6. Click Next.
7. Fill out your information and select the date of your inspection.
8. Click Submit.
9. A message will pop up indicating that your inspection has been scheduled.

## #5 Contact LDEP

If all other methods are not able to work for you, please contact our department using the contact information on the back of this brochure and we will help schedule your