

# Inspections

Any work within the City of Troutdale that is covered by a building permit or similar authorization or approval will require inspection(s). It is important that you obtain all required inspections promptly following work to avoid future delays. Please keep in mind that **all permits require a final inspection** in order to be properly closed out with a Certificate of Occupancy or similar acknowledgement of completion.

Inspections are performed either by City of Troutdale or City of Gresham employees (through an intergovernmental agreement) who are properly licensed and credentialed by the State of Oregon's Building Codes Division. All inspection requests are processed and handled by City of Troutdale staff.



## Requesting Inspections

Inspections must be [scheduled online](#) or in the field at the discretion of an inspector that is assigned to the site. The City of Troutdale no longer accepts inspection requests via phone.

Inspection requests for a particular day must be requested **no later than 11:59 p.m. the day before** the requested date.

Inspections are typically performed **Monday - Thursday from 7:30 a.m. to 4:30 p.m.** Specific timeframes within the day can be requested, but are not guaranteed due to each day's specific workload and the availability of the inspector. In special circumstances, an inspector may agree to perform an inspection outside of regular business hours. Inspections performed during alternate timeframes may be subject to an hourly rate charge.

## COVID-19 Protocols

Inspections are subject to the following standards. Please contact **inspection [at] troutdaleoregon.gov (subject: Inspection%20Policy)** if you have any questions or concerns about these policies. Please use the CSS portal to request inspections for your project.

*Inspections for projects inside occupied residences*

- Inspectors are not currently entering occupied residences.
- When requesting an inspection via your CSS account, please provide a phone number for an on-site contractor and the inspector will try to accommodate a virtual/remote inspection by photos, video, video-chat apps (e.g. FaceTime), interviews, or other related means to the extent it is practical and possible to do so.
- Some inspections may need to be rescheduled at a later date.

*All other inspections (all commercial projects, new residential construction, or exterior residential projects):*

- Inspections can proceed as normal.

## Special Inspections

In unique circumstances, requests for inspections that are not tied to an existing permit can be considered. These situations do not include inspections for real estate transactions or appraisals, which should be handled by private for-hire professionals. For more information or to see if a particular circumstance could be considered for a special inspection, please email **comdev [at] troutdaleoregon.gov**.