TO SCHEDULE INSPECTIONS

City of Springfield has several options to schedule inspections

1. Download the App from the app store by searching "epermitting"

2. QR Code Scan this QR code with your cell phone camera and it will take you directly to the page to schedule your inspection (no need to register or log in)

3. Development Center website https://citygovapp.com/springfield/inspections/ will take you directly to the page to schedule your inspection (no need to register or log in)

4. Online via ePermitting at www.BuildingPermits.Oregon.gov (no need to register or log in)

FROM A COMPUTER

At the top of the page click on "**Schedule"**, then click on "**Building Inspection"**
General Search - enter address (*less is better* 2889 Fenya St enter 2889 Fe), or enter the permit number then click **"Search"**
Click on the Permit # you are scheduling an inspection for**.**
Under **Upcoming** is a list of pending inspections, click **"Actions"** next to the inspection then select **"Schedule"**
Click on the date you would like your inspection, then select **"All Day"** and **Continue**
Verify the contact phone# then **Continue**, to change the contact phone# click on **Change Contact** then **Submit**
You may add notes/details for the inspector by clicking **"Include Additional Notes"** then **Finish**
Your inspection will now show the date its scheduled and say **"Scheduled"**

FROM A CELL PHONE

On the home page scroll down to **BUILDING** then select "**Schedule Inspections"**
General Search - enter address (*less is better* 2889 Fenya St enter 2889 Fe) or enter the permit # then click **Search**
Select the Permit # you are scheduling an inspection for.
Under **Upcoming** is a list of pending inspections, select **Actions"** next to the inspection then select **"Schedule"**
Click on the date you would like your inspection, then select **"All Day"** and **Continue**
Verify the contact phone# then **Continue**, to change the contact phone# click on **Change Contact** then **Submit**
You may add notes/details for the inspector by clicking **"Include Additional Notes"** then **Finish**
Your inspection will now show the date its scheduled and say **"Scheduled"**

5. Kiosk available at City of Springfield City Hall 225 5th Street, located outside the Building Department office.
This is available:
Monday / Tuesday / Thursday 8am-7pm
Wednesday 8am-6pm
Friday 8am-5pm
Saturday 10am-3pm