



HOW TO SCHEDULE INSPECTIONS

DEVELOPMENT HUB PDX

LET'S GET STARTED

- After you have applied and paid for your permit online, you can then schedule an inspection through the DevHub System.
Please Note: You can only schedule inspections in DevHub for permits that have been applied for online, through the DevHub system.
- For detailed information about BDS inspection types and the inspection process, you may visit the [BDS Inspections webpage](#). If you need assistance identifying what type of inspection you need to schedule, you can access the Interactive Voice Response (IVR) system for additional inspection information. For more information on the IVR system, inspection codes, and more resources, visit the [IVR reference webpage](#).
- To access the online permitting portal, go to the Development Hub webpage at: <https://devhub.portlandoregon.gov>.
- Select **Login / Register** tab.
- You will be prompted to login using your *PortlandOregon.gov* **User Name** and **Password OR** create a New Account if you don't already have one.
- After you are logged in, you will be on the Development Hub PDX Welcome page.

SCHEDULE YOUR INSPECTION

- From the Development Hub home page, locate the permit from the My Permits list and click the **Detail** button.
- Click the **Processes/Inspection** subtab.
- Within the Processes section, identify the inspection you would like to schedule and click the **Schedule** button.
- Enter your Inspection Details (Contact Name, Number, Lock Box #, etc.).
- Select the date of the Inspection and add any relevant comments (example dog on premise).
- Click **Schedule**.

If you have additional questions or need assistance from BDS permit staff, the DevHub Help Line can be reached at (503) 823-1304 during regular business hours.

