



Instructions for the Permitting Interactive Voice Response System - Building Permits

July

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The Bureau of Permits and Inspections wants you to know that you can request inspections, find out the results of a completed inspection and check on the status of your building or trades permits, 24 hours a day, by calling our interactive voice response system at **804-646-0770**. The instructions listed below will walk you thru these processes.

To Request a Building & Trade Inspections

- Call 804-646-0770.
- Press "1" to request an inspection.
- Please listen to various permits types and press the number for your type of permits
- Then enter the remaining 8 digits of your permit number.
- The permit number that you entered will be recited to you. To confirm press "1", to try again press "2".
- Enter the 3 digit inspection code for the inspection which you are requesting the results of, if you do not know the inspection code press "2" and the system will list the various inspection codes for your permit.
- The inspection code, that you entered, will be recited to you. To confirm press "1", to try again press "2".
- You will now enter the date that you want for the inspection. First enter the month by number followed by the # sign (ex June = 6#), and then the day of the month followed by the # sign.
- The date will be recited back to you. Press "1" to confirm, press "2" to try again.
- Press "1" to request additional inspections, press "2" to return to the main menu, or press * to end the call."

Note: Inspection requests must be entered into the IVR system by 12 p.m. (midnight) of the day before the requested inspection day.

To Request the Results of an Inspection

- Call 804-646-0770.
- Press "2" to request the result of an inspection.
- Please listen to various permits types and press the number for your type of permits
- Then enter the remaining 8 digits of your permit number.
- The permit number that you entered will be recited to you. To confirm press "1", to try again press "2".
- The system will list the five most recent inspection results available.
- The caller will be told if the inspection was approved or denied. They will also be told if an additional fee was charged.
- Press "1" to repeat inspection results, press "2" to find the results of another inspection, press "3" return to the main menu, or press * to end the call.

To Inquire on the Status of a Permit Application

- Call 804-646-0770.
- Press "3" to determine the status of a permit application.
- Please listen to various permits types and press the number for your type of permits
- Then enter the remaining 8 digits of your permit number.
- The permit number that you entered will be recited to you. To confirm press "1", to try again press "2".
- The caller will then be given the status of the permit (A= Approve, D = Deleted, C = Completed, E = Expired, K = Canceled & P = Pending). If the permit is pending, the caller will also be told which agency approvals are required to approve the permit and the approval status of each of these agencies.
- The caller will be prompted to press "1" to repeat this information, press "2" to inquire about another permit, press "3" to return to the main menu, or press * to end the call.

Please Note: All approved plans and permits must be on the job site at all times and must be available for the inspector's use during the inspection. Failure to have the plans available will result in the inspection being disapproved.

BUILDING INSPECTION TYPE CODES

- 101 - Footing – The footing trench must be completely prepared for concrete. Grade pegs must be in place location, depth, width, reinforcing and soil conditions will be checked.
- 102 – *Foundation – Footing inspection must have been approved. If poured concrete foundation, call for inspection when forms are in place and before placing concrete. If masonry foundation, call before framing is started. Inspector will check materials, size of foundation, anchoring, vent placement, access doors, and if required, reinforcing.*
- 103 – *Slab – If there are any underslab electrical or plumbing installations, trade inspections approvals must be obtained before calling for a slab inspection. Inspector will check soil condition, compaction, thickness, reinforcing, vapor barriers and expansion joints.*
- 104 – *Framing – Roughin inspections must be approved for electrical, plumbing and mechanical work prior to calling for a framing inspection. Approved plans must be on the job site. Inspector will check lumber grades, nailing schedules, cutting, notching and adherence to approved plans.*
- 105 – *Insulation – After framing inspection has been approved and all insulation has been installed call for insulation inspection. Attic and under floor insulation will be check at final inspection.*
- 106 – *Sill – For siding replacement or installation, call for sill inspection when bottom boards of existing siding are removed and existing sill is exposed. Inspector will check for soundness of existing sills and other structural elements.*
- 107 – *Veneer – Call for inspection when all sheathing is secured and doors and windows are wrapped. Inspector will check for type of sheathing, proper installation of sheathing and nailing schedule.*
- 109 – *Other – This is used for inspections other than those listed above.*
- 110- *Fire Separation*
- 115- *Lead Clearance Report*
- 116- *Lead Soil Clearance Report*
- 190 - *Partial Final – This inspection is used only on large commercial projects to final out an entire floor when the remainder of the building is not complete.*
- 191 - *Partial Final with CO. Note: This is used to turn an entire floor over for occupancy when the rest of the building is not ready for a final inspection. It is not used on residential projects.*
- 199 - *Final – Call for final inspection when all work on approved plans is completed. Inspector will check for smoke detectors, handrails, guardrails, required egress, access to attic and concealed spaces. Building numbers must be securely attached to building and visible from the street. The structure must be ready for use and occupancy.*
- 299- *Zoning Final, Required for Certificate of Occupancy*
- 365- *Land Disturbing Maintenance*
- 369- *Land Disturbing Final, required for certificate of Occupancy*
- 991- *Health Final, required for Certificate of Occupancy where food preparation is done.*