



Instructions for the Permitting Interactive Voice Response System - Mechanical & Tank Permits

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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.

MECHANICAL INSPECTION TYPE CODES

- 401 - HVAC Roughin - Elements inspected are located, support and placement of heating, air conditioning, refrigeration, exhaust, ductwork and accessories.
- 403- Sprinkler Roughin - Piping, valves and sprinkler drops are hydrostatically tested for a two hour time period. Location of sprinkler drops are checked for area coverage.
- 405- Fire Pump Test - Representatives of the fire pump equipment initiates a performance test of the pump and controller. This test requires a witness from the mechanical inspection department. This test must be done prior to the equipment being turned over to the building owner.
- 409- Kitchen Hood Roughin - Verification of clearances to combustibles, proper labels, duct connections to hood, cleanouts and duct connections to fan and exhaust fan installation.
- 411- Mechanical Roughin - Any system that is mechanically related which could be concealed after installation and work does not fall under one of the above inspections.
- 490- Partial Final - A segment or portion of a mechanical system within a project that can be completed and approved for use prior to completion of the entire project.
- 491 - Partial Final with CO 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.
- 499- Mechanical Final - Inspection would require complete installation and testing of a system for operational performance. Work would be of a nature not covered by one of the above categories of inspection.

TANK INSPECTION TYPE CODES

- 406- Tank Roughin - Includes inspection of tank construction, tank site, backfill. and anchorage.
- 407- Tank Final - Piping systems from tank to dispensers are pressure tested. Dispensers are connected to piping. Concrete slab is poured over tank system.