



Instructions for the Permitting Interactive Voice Response System - Electrical 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.

ELECTRICAL INSPECTION TYPE CODES

- 501- Ditch/Trench- All conduits and cables installed in a ditch, trench or otherwise buried must be inspected before they are covered. This inspection is not for work installed under a slab.
- 502- Slab Roughin- This covers all conduits boxes and fittings that are installed in a poured floor or ceiling slab. It covers work installed under a poured slab at ground level, as well as work in a slab.
- 503 - Wall Roughin- This covers electrical materials installed on or in walls. If the wall is to cover the materials an electrical inspection is required prior to insulating or enclosing the walls.
- 504 - Ceiling Roughin- All electrical materials installed in a ceiling must be inspected prior to closing up the ceiling.
- 505 - Temporary Service- This inspection covers a temporary service located outside of a building that is to be used only during construction. It can cover the permanent service equipment when it is used only for a limited number of circuits and the service is safe but not completely finished. This will occur when a service panel in a building is used along with one receptacle for limited temporary power.
- 506 - Service finals are for commercial buildings where the service is completed and ready for permanent use before the rest of the building is complete. It is not required for a final on a residence or a small commercial job as this will be covered by a 599 inspection.
- 507 - A wall final is used when a wall has been completed and the contractor needs a final on this wall but the building is not ready for a complete final. These are used mainly in large commercial projects where walls may be ready before the building is ready for a final.
- 508 - Ceiling finals are similar to the preceding wall finals and are used when a ceiling is complete and the building is not ready for a final.
- 509 - Fire reconnect
- 510 - A generator inspection is used on large projects for the emergency generator final test inspection.
- 511 - Fire call
- 512 - Consultation with a permit holder on site
- 513 - Wall and ceiling roughin
- 514 - Wall and ceiling final
- 515 - Fire Alarm Inspection
- 516- Fire Stopping
- 517 - Swimming Pool Bonding
- 518- Egress Light Test
- 519- Other
- 520- Fire Alarm Final
- 590 - Partial final inspections are used on large projects to final out an entire floor when the remainder of the building is not complete.
- 591 - 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.
- 599 - This is the final inspection that closes out the job and the permit. It is used on all types of jobs. Every permit is closed out with a 599.