



Instructions for the Permitting Interactive Voice Response System - Plumbing 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.

PLUMBING / GAS PIPING INSPECTION TYPE CODES

- 602 - Slab Roughin- This covers all pipes materials 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.
- 611 - Sewer Exterior - Covers the sewer line from the building to the property line. The inspection must be done when the work is completely installed but prior to closing the ditch.
- 612 - Sanitary Roughin- Covers all interior sanitary, drain, waste and vent piping. The inspection must be done prior to closing walls and ceilings.
- 613 - Water Pipe Roughin- Covers all water supply piping and it must be inspected prior to closing walls and ceilings.
- 614 - Water Service Exterior - Covers the water lines from the property line to the building. It must be inspected after the piping is in place and prior to covering the ditch.
- 615- Backflow Preventer- Covers the installation of backflow prevention devices.
- 616 - Water Heater- Covers the installation of a water heater.
- 617 - Storm Drainage- Covers the inspection of a storm drainage system and must be done prior to the work being covered.
- 618 - Gas Piping Roughin/Air Test- Covers the installation and testing gas piping systems
- 621- Fire Stopping
- 622- Other
- 623- Backflow Inspection Report Received
- 624- Chlorination Report Received
- 690 - Partial Final Inspections are used on large projects to final out an entire floor when the remainder of the building is not complete.
- 691 - 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.
- 699 - This is the Final Inspection that closes out the job and the permit. No further inspections can be made after a 699 is completed.