

## WELCOME

THE **IVR** SYSTEM WILL ALLOW YOU TO USE YOUR TOUCH TONE PHONE TO:

- ☺ Schedule Inspections
- ☺ Cancel or Reschedule Inspections
- ☺ Retrieve Inspection Results

**IVR TELEPHONE NUMBER is:**

**(517) 546-3830**

YOU WILL NEED:

- ☺ The Permit Number.  
Example (BLD2016-00123)
- ☺ The job Site Address & 3 Digit Inspection Code

YOU WILL BE PROMPTED THROUGH THE ENTIRE PROCESS. PRESS \* AT ANY TIME FOR MORE INFORMATION.

CHOOSE FROM THE FOLLOWING OPTIONS:

- ☺ Press (1) Schedule An Inspection
- ☺ Press (2) Cancel or Reschedule An Inspection
- ☺ Press (3) Obtain Inspection Results
- ☺ Press (\*) Additional General Information

The **Voice Permits™** system will prompt you through the steps during your call. You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

### **FOR OPTIONS -**

- (1) SCHEDULE AN INSPECTION
- (2) CANCEL OR RESCHEDULE AN INSPECTION
- (3) OBTAIN INSPECTION RESULTS

### **PLEASE UNDERSTAND THAT:**

If Your Permit Begins With The Letters BLD, Press (1)  
If Your Permit Begins With The Letters ELE, Press (2)  
If Your Permit Begins With The Letters MEC, Press (3)  
If Your Permit Begins With The Letters PLM, Press (4)

Then:

Enter The Numerical Portion Of Your Permit Followed By The (#) Key And Follow The Prompts.

Thank You For Using The IVR System.



## INSPECTION TYPE CODES

CODE	INSPECTION	PRIOR INSPECTIONS REQUIRED
<b>STRUCTURAL (BUILDING)</b>		
002	FOOTINGS/POSTHOLES	
003	DEMO PRE-INSPECTION	
004	BACKFILL/ OPEN HOLE	
006	COMPACTION	
008	ROUGH BUILDING	022, 032, 044
010	INSULATION	
011	MASONARY	
012	DAMPER	
014	WALLBOARD-FIRE RATED ASSEMBLY	
015	MANUFACTURED HOME SET-UP	
016	FINAL BUILDING	024, 034, 046
<b>ELECTRICAL</b>		
026	PERMANENET SERVICE	
028	TEMPORARY SERVICE	
030	UNDERGROUND ELECTRIC	
032	ROUGH ELECTRIC	
033	ROUGH ELECTRIC & SERVICE	COMBINATION
034	FINAL ELECTRIC	
<b>PLUMBING</b>		
018	DRAIN TILE	
020	UNDERGROUND PLUMBING	
021	UNDERGROUND PLBG/DRAIN TILE	COMBINATION
022	ROUGH PLUMBING	
023	R. PLBG/U.G. PLBG/DRAIN TILE	COMBINATION
024	FINAL PLUMBING	
048	SEWER HOOK-UP	
049	WATER SERVICE	
<b>HEATING (MECHANICAL)</b>		
036	GAS PIPE	
038	PRESSURE TEST	
039	ROUGH FIREPLACE-WOODSTOVE	
040	FINAL FIREPLACE-WOODSTOVE	
042	UNDERGROUND HEATING	
044	ROUGH HEATING	
046	FINAL HEATING	
050	FIRE SUPPRESSION- TEST	
052	FIRE SUPPRESSION-FINAL	

**IMPORTANT:** Builders and homeowners, make sure the rough electric, plumbing, heating and pre-fab fireplace inspections are done before calling for the rough building inspection. If the rough building inspection is called in before the other rough inspections, the rough building inspection will not be approved and a \$50.00 re-inspection fee will be assessed.