

# *PHONE SYSTEM OUTLINE*

## ***To Schedule an Inspection, Press 1***

- Enter the permit number #, (if permit number is 07-922, then press 07922#)
- If there are sub permits (building, plumbing, mechanical, driveway, etc) for the application, select the permit type with the corresponding number,
- Enter the inspection code (to hear a list of inspection codes Press \*),  
*\*See back of this page for listings\**
- Press the option for the date you would like to schedule the inspection,
  - Press 1 to leave a message for the inspector
  - Press 2 to leave no message
  - Press # to re-enter the inspection date
- \*\*After receiving your confirmation number** Press 1 to hang up, or  
Press 2 to schedule another inspection on this sub-permit,  
Press 3 to schedule an inspection on another permit,  
Press 4 to return to main menu,  
Press 9 to repeat these options.

## ***To Cancel an inspection, Press 2***

- Enter the application permit number#
- If there are sub permits for the application, select the permit type,
- Press the option for the date you would like to cancel the inspection,
  - Press 1 to cancel
  - Press 2 to reschedule
  - Press 3 to leave it scheduled
- \*\*After receiving your confirmation number,** Press 1 to hang up, or  
Press 2 to cancel another inspection on this sub-permit,  
Press 3 to cancel an inspection on another permit,  
Press 4 to return to main menu,  
Press 9 to repeat these options.

## ***To Obtain Inspection Results, Press 3***

- Enter the application permit number#
- Press 1 to hear previous results on the entered permit #
- Press 2 if you've heard the desired result
  - Press 1 to hear your confirmation # and hang up
  - Press 2 to hear results on another inspection on this sub-permit
  - Press 3 to hear results of another inspection on a different permit

## ***To Obtain a Faxed Copy of a Certificate of Occupancy, Press 4***

## ***To Speak to Department Staff, you may press "0" at any time during this call.***

## ***To hear general information about this system, Press \****