

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 *