
James City County 24 Hour Inspection Request & Permit Information Line 253-6625

► *What is the IVR Phone System?*

It is an automated system which is available to contractors, homeowners, property owners, tenants, agents, and inspectors to access individual application and permit information and schedule all construction inspections.

To access the system as a contractor you must know the last six digits of your state contractor's license, the class (A, B, C, or D), permit number and pin number (assigned to you by Building Safety & Permits).

To access the system as homeowner, property owner, tenant or agent you must have your permit number and pin number (assigned to you by Building Safety & Permits).

► *How do I request an inspection?*

To request an inspection or access permit information press 1.

with your contractor number and pin, press 1.

with your permit number and pin, press 2.

to access permit information as an inspector, press 3.

to schedule multiple inspections of the same type, press 4.

To access permit application information, press

2.

with your contractor number and pin, press 1.

with your application number and pin, press 2.

as an inspector, press 3.

For our business hours and address, press 3

When requesting inspections the codes are as follows:

For **building inspections** use the following codes:

- 2 Masonry Fireplace Rough-in
- 3 Footing
- 4 1st Foundation (also known as Block on Footing,)
- 5 2nd Foundation (also known as floor joist, box, or slab)
- 6 Framing
- 7 Insulation
- 8 Final
- 9 Dampproofing
- 10 Masonry FP Final
- 11 Prefab Fireplace Rough-in
- 12 Prefab Fireplace Final
- 13 Erosion & Sediment

For **electrical inspections** use the following codes:

- 2 Slab
- 4 Rough-in
- 5 Release
- 6 Final

For **Plumbing inspections** use the following codes:

- 2 Slab
- 3 Rough-in
- 4 Final
- 5 Water
- 6 Sewer
- 7 JCSA

For **Mechanical inspections** use the following codes:

- 2 Rough-in
- 3 Final

For **Gas inspections** use the following codes:

- 2 Rough-in
- 3 Release
- 4 Final

For an automated list of inspection types, you may press #.

► *What are some other features?*

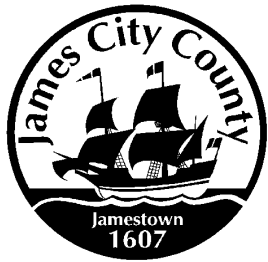
Change the inspection request date.

Cancel an inspection.

Check inspection results.

Listen to inspector or plans examiners comments.

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