

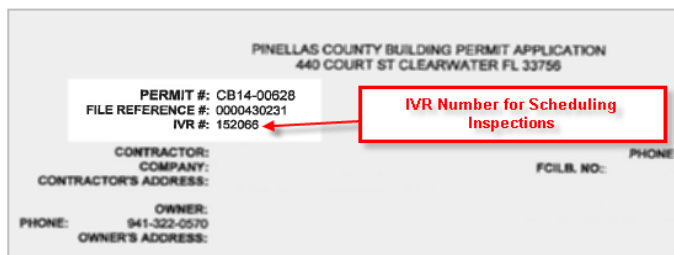
IVR Automated Telephone System Inspection Scheduling/Permit Status Instructions

Before accessing the IVR system please have ready:

- User ID Number
- PIN Number
- IVR Number for the Permit (See #4 Below)
- Inspection Code Number

To Access the IVR System – 1-877-610-1418

1. Enter the **User ID Number** (Owner-Builders please refer to page #3 for additional information and the proper User ID Number(s) for the trade inspection(s) you are requesting), then press #.
2. Enter the **PIN Number**.
3. Press 1 to select a permit.
4. Enter the **IVR Number**. You will find the IVR Number on the Permit Print out in the top left corner (see example below) or on the placard at the end of the Legal Description line. Once entered press #.



PINELLAS COUNTY BUILDING PERMIT APPLICATION
440 COURT ST CLEARWATER FL 33756

<p>PERMIT #: CB14-00628 FILE REFERENCE #: 0000430231 IVR #: 152066</p> <p>CONTRACTOR: COMPANY: CONTRACTOR'S ADDRESS:</p> <p>OWNER: 941-322-0570 OWNER'S ADDRESS:</p>	<p>PHONE:</p> <p>FCILB. NO.:</p>
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5. The system will give you 4 options. They are:
 - Press 1** - To hear the status of the permit – tells you if permit is Issued and Active.
 - Press 2** - To look up and inspection – tells you if there are any current inspections scheduled. This option also gives you the ability to **cancel** a scheduled inspection. When you cancel an inspection for the same day or the next day must call our Contractor Services Section at (727) 464-3888 (Select options 1, 1, 1) so that they can inform the inspector of the cancellation.
 - Press 3** – To get the results of an inspection – tells whether and inspection was approved or denied only, system does not provide required correction items.
 - Press 4** – To Schedule an inspection.
6. Enter the Inspection Code for the desired inspection type. (Page #2 provides a list of Inspection Codes for all trades.) **DO NOT PRESS # AFTER ENTERING THE INSPECTION CODE.**
7. Choose the date you would like the inspection performed on. You have the ability to schedule the inspection as many as nine (9) business days in advance.
8. The system will repeat your selections stating: "You have chosen a (type) inspection, to be performed on (date). If this is correct press 1..."
9. When you confirm the information the system will ask you to hold. The system schedules the inspection and will then provide you with a Confirmation Number. Please note the confirmation number in your records. Should there be a difficulty with inspection request this is your proof of the inspection being scheduled and will allow research into the difficulty.

INSPECTION CODES

BUILDING INSPECTIONS

2	FOOTING
4	SLAB
6	LINTEL
8	ROOF SHEATHING
9	WALL SHEATHING
10	INSULATION
12	ROOF DRY-IN
14	FLASHING
16	FRAME **
18	WALL DRY-IN
20	LATH
22	DRYWALL
24	ROOF COVERING
26	COLUMN
28	FIRE WALL
30	STEEL
32	DECK
36	PRESSURE TEST
40	TIE BACKS
41	CAP
42	BOND/SPAN BEAM
43	MOBILE HOME TIE-DOWN
44	SETBACKS FIBERGLASS POOLS
46	FIRE OR VEHICLE DAMAGE
50	NICHE
51	STATIC WATER
52	PARTIAL FINAL – POOL PROTECTION
60	TRACK
65	FILL CELL
75	IN PROGRESS
97	PARTIAL FINAL
99	FINAL *

ELECTRICAL INSPECTIONS

100	SAWPOLE
102	SLAB
104	ROUGH-IN
106	TEMPORARY POWER
108	SERVICE
110	BOND
114	WET-NICHE BOND
116	FIRE OR VEHICLE DAMAGE
118	CEILING ROUGH-IN
140	PARTIAL ROUGH
150	ROUGH FIRE ALARM
151	PARTIAL ROUGH FIRE ALARM
152	PARTIAL FINAL FIRE ALARM
153	FINAL FIRE ALARM
154	PARTIAL ROUGH LOW VOLTAGE
155	PARTIAL FINAL LOW VOLTAGE
197	PARTIAL FINAL
199	FINAL*

MECHANICAL INSPECTIONS

200	ROUGH-IN
201	PARTIAL ROUGH
202	OIL
204	FURNACE
206	BOILER
208	DOWN-DRAFT K.V.
297	PARTIAL FINAL
299	FINAL*

PLUMBING INSPECTIONS

300	1 ST ROUGH
302	2 ND ROUGH
306	SEWER
308	WATER SERVICE
310	BIG TUB
312	DWV/ROOF
314	SHOWER PAN
316	IRRIGATION
320	UG STORM PIPING
321	STORM SEWER
322	STORM CONDUCTORS
323	ROOF DRAINS
324	TUB SET ONLY
325	GREASE INTERCEPTORS
327	WATER PIPE ONLY
332	MEDICAL GAS 1 ST ROUGH
333	MEDICAL GAS 2 ND ROUGH
397	PARTIAL FINAL
399	FINAL *

HOOD INSPECTIONS

400	1 ST ROUGH
497	PARTIAL FINAL
499	FINAL *

GAS INSPECTIONS

500	1 ST ROUGH GAS COMPLETE
502	ABOVEGROUND TANK
504	UNDERGROUND TANK
505	1 ST ROUGH PIPING INT AND PT INT
506	1 ST ROUGH PIPING AND PT UG
508	PIPING EXTERIOR OR UNDERGROUND
509	APPLIANCE INSTALL ONLY
510	GAS GENERATOR SET AND ANDHOT
540	PARTIAL ROUGH
542	ROUGH VENTING
597	PARTIAL FINAL
599	FINAL *

CHEMICAL INSPECTIONS

600	1 ST ROUGH
697	PARTIAL FINAL
699	FINAL *

REFRIGERATION INSPECTIONS

700	1 ST ROUGH
710	PRESSURE TEST
797	PARTIAL FINAL
799	FINAL *

FIRE SPRINKLER INSPECTIONS

800	1 ST ROUGH
802	UNDERGROUND
803	PARTIAL PRESSURE TEST
804	PRESSURE TEST
810	FLOW TEST
897	PARTIAL FINAL
899	FINAL *

- * FINAL INSPECTIONS INVOLVING THE FIRE DEPARTMENT WILL AUTOMATICALLY BE NOTIFIED BY THIS DEPARTMENT
 ** ALL SUB-TRADE INSPECTIONS MUST BE COMPLETED PRIOR TO REQUESTING YOUR FRAME INSPECTION
 FINAL INSPECTIONS MAY BE REQUESTED IN ANY ORDER

Additional IVR System Information For Owner-Builder Permits

As an Owner-Builder, you will be able to access the Building Services Automated Inspection telephone system (known as IVR) to schedule inspections as well as to retrieve inspection results as outlined on Page #1.

To access the system you will need to use the User ID Numbers (listed below) that correspond to the specific trade work that you will be performing. The PIN Number will be the same for all trades.

Building Trade User ID	3522	Mechanical Trade User ID	3525
Electrical Trade User ID	3523	Fuel Gas Trade User ID	3526
Plumbing Trade User ID	3524	PIN Number	1111

Please Refer to Page #2 for a list of inspection codes that are needed to schedule inspections for all trades.

As an Owner-Builder you may be performing all of the work involved and therefore will be required to schedule all inspections. In the case that you will be hiring Licensed Contractors to provide any portion of the work you will need to identify each contractor on a Sub-Contractor List. It is available On-Line at http://www.pinellascounty.org/build/PDF/subcontractor_form.pdf. Submission information is listed at the lower right of the form. The Sub-Contractors will have their own User ID and PIN Numbers and will be responsible to schedule their inspections.

If you have any questions or difficulties and require assistance please contact the Contractor Services Section at (727) 464-3888 (Select options 1, 1, 1).