

# Welcome to Voice Permits™

In an ongoing commitment to improve customer service, Inspection Services Division has installed an Interactive Voice Response System for scheduling inspections, 24 hours a day, 7 days a week.

**Voice Permits™ Line**  
**240 314-5040**

## Schedule Inspections Cancel Inspections

### Retrieve Inspection Results

You will be prompted through the entire process. Press [\*] at any time for more information.

### Before Calling, You Will Need:

1. A touch-tone telephone
2. A site-specific Permit Number
3. An Inspection Code — Choose from the codes listed inside this brochure

### Choose From the Following Options:

- Press [1] Schedule an Inspection  
Press [2] Cancel an Inspection  
Press [3] Obtain Inspection Results  
Press [9] Repeat Main Menu  
Press [0] To Speak with a Permit Tech  
Press [\*] Listen to General Information  
Press [#] Disconnect and Hang Up

**The Voice Permits™** system will prompt you through the steps below 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.

## Schedule an Inspection

1. Enter the Permit Type
  2. Enter the Permit Number and the # key
- The system will confirm this permit by speaking back the site address.

3. Enter the Inspection Code from the list on the outside of this brochure.
4. Enter the Inspection Date. The cut-off time is 5:30 am for an inspection on the same day.

After you scheduled the inspection, you will be able to:

- Leave a message for the inspector
- Request another inspection, same permit
- Request another inspection, different permit
- Get a Confirmation Number and hang up. Use this confirmation number when inquiring about this telephone request.
- Return to the Main Menu.

### Cancel an Inspection

1. Enter the Permit Type
2. Enter the Permit Number and the # key
3. Enter the Inspection Code from the list on the outside of this brochure. The cut-off time is 7:00 am for cancelling an inspection on the same day.

After you have cancelled an inspection, you will be able to:

- Cancel another inspection, same permit
- Cancel another inspection, different permit
- Retrieve Inspector Message
- Get a Confirmation Number and hang up. Use this confirmation number when inquiring about this telephone request.
- Return to the Main Menu

## Obtain Inspection Results

1. Enter the Permit Type
2. Enter the Permit Number and the # key
3. Enter the Inspection Code from the list on the outside of this brochure.

After you have listened to the inspection results, you will be able to:

- Listen for more results, same permit
- Listen for more results, different permit
- Get a Confirmation Number and hang up. Use this confirmation number when inquiring about this telephone request.
- Return to the Main Menu.



Inspection Line Number  
240 314-5040



# Inspection Codes

## BUILDING CASE TYPE

- 100 Footing
- 101 FOUNDATION FOOTING
- 102 Foundation walls
- 103 Waterproofing
- 104 Drain tile
- 105 Backfill
- 106 Slab
- 107 Floor Framing
- 108 Residential framing
- 109 Close-in ceiling
- 110 Close-in walls
- 111 Insulation
- 112 Structural steel
- 113 Reinforcing steel
- 114 Concrete
- 115 Fireplace throat
- 116 Fireplace hearth
- 117 Exterior House Wrap
- 198 Final
- 199 Final Phase

## DEMO CASE TYPE

- 701 Inspection
- 700 Final

## ELE CASE TYPE

- 200 Pole construction
- 201 Trench
- 202 Conduit in Slab
- 203 TPF
- 204 Bonding
- 205 Swimming Pool Bonding
- 206 Heavy-up
- 207 Sign
- 208 Residential close-in
- 209 Close-in ceiling
- 210 Close-in wall
- 211 Fire Pump
- 298 Final
- 299 Final Phase

## MEC CASE TYPE

- 300 Gas line
- 301 Gasline/pressure test
- 302 Manufactured fireplace
- 303 Wood stove
- 304 Close-in residential
- 305 Close-in ceiling
- 306 Close-in wall
- 307 Fuel Tank Aboveground
- 308 Fuel Tank Underground/Backfill
- 398 Final
- 399 Final Phase

## OCC CASE TYPE

- 600 Occupancy
- 601 Reinspection
- 602 Phase Occupancy

**NOTE:** If required, you must have an occupancy inspection from the Fire Marshal prior to requesting one from the Building Division. You must call the Fire Inspection Scheduling Line at 240 314-5041 at least 5 days prior to requesting an occupancy inspection.

## PMB CASE TYPE

- 400 Interior groundwork
- 401 Exterior groundwork
- 402 Ext meter crock/vault
- 403 Meter release
- 404 Water lateral
- 405 Storm water lateral
- 406 Fire line
- 407 Fire Line Flush Test
- 408 Water Line Flush Test
- 409 Sewer lateral
- 410 Stack test
- 411 Interior water test
- 412 Exterior hydro
- 416 Close-in residential
- 417 Close-in ceiling
- 418 Close-in wall
- 419 Backflow prevention
- 420 Interior sub-meter
- 498 FINAL
- 499 FINAL PHASE

## SFD CASE TYPE

- 500 Footing
- 501 Foundation walls
- 502 Waterproofing
- 503 Drain tile
- 504 Backfill
- 505 Slab
- 506 ELE trench
- 507 ELE TPF
- 508 MEC/PMB gas line
- 509 MEC/PMB Pressure Test
- 510 PMB ext meter crock/vit
- 511 Interior groundwork
- 512 Meter release
- 513 PMB water lateral
- 514 PMB sewer lateral
- 515 PMB stack test
- 516 PMB interior water test
- 517 PMB backflow prevention
- 518 Manuf fplc/wood stove
- 519 Fireplace throat
- 520 Fireplace hearth
- 521 Floor Framing
- 522 BLD close-in
- 523 ELE close-in
- 524 MEC close-in
- 525 PMB close-in
- 526 Insulation
- 527 Exterior House Wrap
- 594 ~~SFD FINALS~~
- 595 BUILDING FINAL
- 596 ELECTRICAL FINAL
- 597 MECHANICAL FINAL
- 598 PLUMBING FINAL
- 599 Occupancy

**591**

**NOTE:** For SFD permits which have a sprinkler system, a Fire Marshal inspection is required prior to the building insulation and building occupancy inspections. You must call 240 314-5041 at least 5 days prior to requesting an inspection from the Fire Marshal.



City of Rockville  
Inspection Services Division

## Voice Permits™ IVR User's Guide

Inspection Line Number  
240 314-5040

Call the automated Voice Permits™  
IVR System for all of your construction  
related inspections except for Fire  
Marshal inspections.

City of Rockville  
Inspection Services Division  
111 Maryland Avenue  
Rockville, Maryland 20850  
240 314-8240

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