

Welcome!

In an effort to streamline our operations and improve customer service, the City of Alexandria, VA has upgraded our Interactive Voice Response (IVR) system.

We encourage you to use the IVR system to fulfill many of your needs. You can use the system 24 hours a day, 7 days a week, 365 days a year to do many things:

- Schedule an Inspection
- Reschedule an Inspection
- Cancel an Inspection
- Check Inspection Status
- Obtain Inspection History for a Permit by Fax or Email
- Be Notified of Inspection Results Automatically by Phone, Fax and Email
- Hear Correction Codes

301 King Street Room 4200
Alexandria, VA 22314



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Code Administration Access System

Schedule, reschedule or
cancel an inspection, and get
results...

Just a phone call away!



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Quick Reference Guide

703.838.4900

How It Works

To use the Code Administration Access System to schedule, reschedule, or cancel an inspection, just dial:

703.838.4900

and follow the simple instructions. It's available 24 hours a day, 7 days a week!



What You'll Need

- a. A touch-tone telephone.
- b. A site-specific Permit Number
- c. Inspection Code (see the panel to the right for a complete list).

You will be prompted through the entire process. Press [*] at any time for more information on how to use the system. To return to the previous menu at any time, press the [#] key.

IT'S THAT SIMPLE!

Choose Your Option

When you call the Code Administration Access System, you will hear the main menu choices:

Press [1] Schedule an Inspection

Press [2] Cancel/Reschedule an Inspection

Press [3] Obtain Inspection Results

Press [0] Speak to Department Staff (703.746.4200)

Press [#] Disconnect and Hang Up

Press [*] Additional Information

Tips

- You may perform multiple transactions during each call.
- You can obtain a fax with the complete results history for a permit.
- You can request to be automatically notified of inspection results by phone, fax and email. Press [5] for notification options after scheduling an inspection.*
- Contact the Permit Center to confirm we have your current email address on file for inspection results by email.
- At the end of the call you will be issued a confirmation number. We recommend that you keep a record of all of your confirmation numbers and associated transactions in case they are needed in the future.

***To find out how to allow multiple recipients to receive inspection results, contact the Permit Center.**

Inspection Codes

BUILDING (BLD)

100 Footing
105 Building Survey
110 Foundation walls
120 Slab
130 Columns
140 Grade Beams
150 Waterproofing/backfill
155 Braced Wall Sheathing
160 Framing
165 Framing Commercial
170 Insulation
180 Masonry
190 Fireplace throat
200 Fireplace Hearth
210 Prefab fireplace
220 Shaft wall
230 Structural steel
240 Fire wall Survey
250 Bond beam
260 Pool foundation
270 Manuf. building
310 Stoop
315 Slab
320 Close-in/concealment
325 Wall concealment
330 Ceiling concealment
335 Floor concealment
345 Retaining wall
350 Above ground test
355 Inground test
360 Product line test
400 FINAL

PLUMBING (PLM)

100 Plumbing Survey
110 Water Service
120 Sewer line
130 Sewer repair
140 Water repair
150 Sewer cap
160 Ground work
170 Rough-in
200 Pressure Test
205 Flush Test
210 Close-in/concealment
215 Wall concealment
220 Ceiling concealment
225 Sewer and water
300 FINAL

SIGN (SGN)

094 Sign Survey
100 Footing
210 FINAL

MECHANICAL (MEC)

100 Mechanical survey
110 Rough-in
170 Kitchen, Hood, Duct
180 Hood test
190 Paint booth
220 Shafts
230 Fire Dampers
400 FINAL

GAS (GAS)

300 Pressure Test
310 Close-in/Concealment
400 FINAL GAS

ELECTRICAL (ELE)

090 Building Survey
100 Electrical Rough-in
105 Rough-in Commercial
110 Slab concealment
120 Trench concealment
130 Ceiling concealment
140 Wall concealment
150 Pool bonding
160 New service
170 Service upgrade
180 Overhead to underground
190 Temp serv. on pole
200 Preventative maint.
215 Floor concealment
220 Close in
225 Temp. pending final
230 Temporary service
235 Sign connection/install
300 FINAL