



## Clark County Building Safety Program

### Automated Inspection Request Line 360.397.2477

---

#### Inspection requests using IVR

The inspection request system, called IVR, is an automated phone system that allows you to:

- Schedule, cancel and reschedule inspections
- Get inspection results and messages from inspectors
- Get project status and history via fax

IVR is a fast and reliable way to schedule an inspection and check for results. Using our Web site to request an inspection at [www.clark.wa.gov/permits](http://www.clark.wa.gov/permits) is even faster!

#### To schedule an inspection, you need:

- Your Permit Number (or Case Number)
- The three digit inspection code of the inspection you want to request
- Pen and paper to record a confirmation number

#### Permit or case number

Your permit number is printed on your permit. It is a three-letter code, followed by the year and a five-digit number. For example, the permit number for a commercial permit from 2001 would look like this: COM2001-00235. The case type is COM and the nine-digit permit number is 200100235.

#### Inspection codes

Check your Building Permit Card for IVR inspection codes. This handout also provides inspection codes on the back. You may also press the star (\*) key when asked for the three digit inspection code on the IVR.

#### Confirmation number

Be sure to record your confirmation number. This is the best way to track your inspection. If IVR does not give you a confirmation number, call 564.397.4912.

#### Inspection results

Call the IVR system and enter 3 for inspection results. Have your confirmation number handy for the fastest results. You may also check for corrections and for messages from the inspectors.

#### IVR cutoff times

To request an inspection for next day inspection, call before 10:00 PM.

#### IVR availability

The system is available from 6:00 AM to 10:00 PM, except on Sunday, when it is available from noon to 10:00 PM. If IVR cannot complete your request, you will be notified that the system is unavailable or you will be transferred to a receptionist during business hours.

#### Will IVR stop you from scheduling an inspection?

IVR will not allow you to schedule an inspection if:

- Fees are owing
- There is a "HOLD" on your project
- Your permit has expired

During business hours you will be transferred to the receptionist.

#### Inspections NOT on IVR

The IVR system will not schedule inspections for the Fire Marshal, Engineering, Code Enforcement, Public Health, Public Works, electrical, water or sewer purveyors. Please call these agencies directly.

#### Tips and tricks for IVR

- If you hear a message that says your response was not detected, re-enter the information.
- The pound (#) key will bring you back one menu.
- Use your building card as a guide to scheduling inspections. The card is organized by case type and will show you inspections commonly required for your kind of project.
- Please listen to IVR prompts. If the correct address for your project is not read back to you, please check your data entry. If you still have a problem, call 564.397.4912.
- If you do need to cancel a same day inspection, do so immediately. This will save the inspector time and save you from possible correction notices and re-inspection fees.



For an alternate format, contact the Clark County ADA Compliance Office.  
Phone: 564.397.2322 Relay: 711 or 800.833.6384  
E-mail: [ADA@clark.wa.gov](mailto:ADA@clark.wa.gov)

## Schedule an inspection

Call 360.397.2477

### Main menu

- 1 - Schedule an inspection
- 2 - Cancel an inspection
- 3 - Obtain inspection results
- 4 - Request a development activity report
- 0 - Speak to staff
- \* - Hear more information
- # - Go back one menu

### Select your case type

SFR=11    PLB=12    ROW=13  
 COM=14    MEC=15    MFR=16  
 DMO=17    MOH=18    RES=19  
 BSN=20    MSC=21

Enter the nine digit permit (case) number

Enter the three digit inspection code

Call before 10:00 p.m. for next day inspections or select a day you prefer

Always leave a contact phone number in the event your inspector needs to call you

Leave a message for the inspector

- 1 - leave a message
  - # - end message
  - 1 - send message
- 2 - continue without leaving a message

For concrete pours: leave a pour time, ready time, your name, and phone number

### Ending Menu

- 1 - Hear confirmation number and hang up
- 2 - Schedule another inspection on this permit
- 3 - Schedule the same inspection on a different permit
- 4 - Return to main menu

Record your confirmation number

## Inspection Codes

<b>Setbacks and Foundation</b>	
Pre-Construction Erosion	100
Excavation / Forms	105
Footing / Steel *	110
Bond Beam	111
Blocking	112
Footing Drains	113
Foundation Steel *	115
Interior Footings / Slab	120
Slab Steel	123
Reinforced Steel	125
Zoning Setbacks *	130
Pole Footings	140
<b>Under Ground</b>	
Groundwork Plumbing	205
Groundwork Refrigeration Line	210
Stormwater Infiltration	215
Sewer	220
Cap Sewer Line	223
Water Service	230
Cap Water Service	233
Slab Insulation	235
Hydronic Floor Heat	240
Geothermal Heat	245
<b>Rough Inspections</b>	
Exhaust / Vent Ducts	310
Fireplace	315
Framing	320
Rough Gas Piping	325
Mechanical Pre-Deck	327
Rough Heat / Mechanical	330
Insulation	335
Plumbing Pre-Deck	338
Rough Plumbing	340
Post Beam and Joist	345
Refrigeration Lines	350
Roof Sheathing	355
Exterior Shear Walls	360
Interior Shear Walls	363
Sheetrock / Nailing	365
Flashing	368
Soil Amendment	370
Tie Downs	375
Rough Tub and Shower	380
Mudset Shower Pan	385
Radon Vent	390

<b>Miscellaneous</b>	
Ceiling Grid	405
Erosion Control	410
Irrigation System	415
Miscellaneous	420
Site Drainage	425
Special Inspection	430
<b>Final Inspections **</b>	
Final Building	505
Final Fire	515
Final Gas Piping	520
Final Heat / Ventilation	525
Final Deck / Landing / Stairs	530
Landscape	535
Final Plumbing	545
Road Approach	550
Roof Drains	555
Septic Tank Filled	560
Sidewalks	565
Skirting	575
Wood / Pellet Stove	580
Job Complete	599
Building Removed	600

\* Schedule an Erosion Control (410) with the following:

- Zoning Setbacks (130)
- Footing / Steel (110)
- Foundation Steel (115)

\*\* For Final Inspections on most permits, request the following:

- Final Building (505)
- Final Gas Piping (520)
- Final Heat / Ventilation (525)
- Final Plumbing (545)
- Erosion Control (410)