

Welcome to Voice Permits™

As a service to our customers, the Inspection Services Division provides an Interactive Voice Response System allowing inspections to be scheduled 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 Technician
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.

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

TO 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 6:30 am for canceling an inspection on the same day.

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

- **Cancel another inspection**, for the same permit.
- **Cancel another inspection**, for a 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**, for the same permit.
- **Listen for more results**, for a 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 Request Line
240 314-5040

INSPECTION CODES

BLD (BUILDING) CASE TYPE

100	Footing
101	Foundation footing (used for foundation only permits)
102	Foundation walls
103	Waterproofing
104	Drain tile
105	Backfill
106	Slab
107	Floor Framing
119	Wall bracing
117	Exterior house wrap
108	Residential framing
109	Close-in ceiling * (fire sprinkler hydrostatic test required prior)
110	Close-in walls *
111	Insulation
112	Structural steel
114	Concrete
115	Fireplace throat
116	Fireplace hearth
118	Spray-applied fire resistive material / Through-stop penetrations
120	Green Inspection
198	Final *
199	Final Phase *

DEM (DEMOLITION) CASE TYPE

701	Inspection
700	Final

ELE (ELECTRICAL) CASE TYPE

200	Pole construction
201	Trench
202	Conduit in Slab
203	TPF / SEC replacement
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 (MECHANICAL) CASE TYPE

300	Gas line
301	Gas line 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
309	Grease duct inspection
310	HVAC duct sealing
398	Final
399	Final Phase

OCC (OCCUPANCY) CASE TYPE

600	Occupancy *
601	Reinspection *
602	Phase Occupancy *

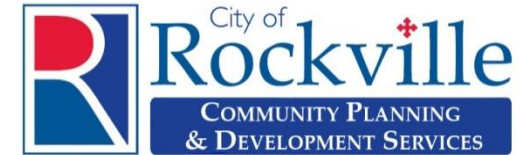
PMB (PLUMBING) CASE TYPE

400	Interior groundwork
401	Exterior groundwork
402	Exterior meter crock/vault
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
403	Meter release
498	Final
499	Final Phase

SFD (SINGLE FAMILY DWELLING) CASE TYPE

500	Footing
501	Foundation walls
502	Waterproofing
503	Drain tile
504	Backfill
505	Slab
506	Electrical trench
507	Electrical TPF
508	Gas line
509	Gas line pressure test
510	Exterior meter crock/vault
511	Interior groundwork
513	Water lateral
514	Sewer lateral
515	Stack test
516	Interior water test
517	Backflow prevention
518	Manufactured fireplace/wood stove
519	Fireplace throat
520	Fireplace hearth
521	Floor Framing
528	Wall bracing
527	Exterior house wrap
522	Building close-in *
523	Electrical close-in
524	Mechanical close-in
525	Plumbing close-in
526	Insulation *
512	Water meter release
550	Green Inspection
595	Building Final * (must also include inspection under OCC case)
596	Electrical Final
597	Mechanical Final
598	Plumbing Final

*** FIRE MARSHAL INSPECTIONS:** If required, you must have an inspection from the Fire Marshal prior to requesting one from the Building Division. For SFD permits, a Fire Marshal inspection is required **prior** to the building insulation and building occupancy inspections. To schedule a fire inspection, **please visit on online inspection scheduling at www.rockvillemd.gov/fireinspection**



Inspection Services Division

Voice Permits™ IVR User's Guide

Inspection Request Line
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
www.rockvillemd.gov/isd

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