

## IVR PROCEDURE FOR FIRE PERMIT INSPECTIONS REQUESTS

Follow the standard procedure for requesting an inspection through the IVR system (as stated on reverse), but when prompted, leave a message for the Fire inspector with a phone number where you can be reached between the hours of 6:00 am - 2:30 pm. The Fire Inspector will contact you the next business day to confirm the date and arrange an inspection time. Based on inspector availability, the inspection request may be rearranged to a different day and/or time during this call.

**NOTE:** Your inspection is not scheduled until the Fire Inspector confirms the date and time.

When making multiple inspection requests, each request must be made separately, using the fire permit number for which the work is authorized. This can be done during the same phone call by following the prompts.

**EXAMPLE:** A project with a fire alarm and overhead fire sprinkler permits would need to request the (509) Fire Alarm Systems (final) using the fire alarm permit number, then request the (523) Automatic Sprinkler System (OH final) using the overhead fire sprinklers permit number.

If you have difficulty scheduling the inspection, you may press "0" during normal business hours (Monday through Friday from 8:00 am to 5:00 pm) and a staff person will assist you.

Please call (480) 350-8341, Option 1 with any questions.



Community Development

▼  
Building Safety Division

## IVR Fast Track Instructions

1. Dial **(480) 350-8072**
2. Press 1 for English or 2 for Spanish
3. Press 1 to schedule an inspection \*
4. Press 1 for a (BP), 3 (FR), 5 (ZP), and 6 for (SGN)
5. Enter the numeric portion of the permit
6. Enter inspection code number followed by the # sign
7. Press 1 for a next business day inspection or listen to the prompts for an alternate day
8. Press 1 to end the call and hear your call (confirmation) number **OR** press 2 to request additional inspections under the same permit number

\* **Be sure to retain your confirmation number**

### \*OTHER AVAILABLE OPTIONS AT STEP 2

**Press 2** to cancel an inspection, then follow the prompts (must be done before the scheduled inspection day).

**Press 3** to obtain inspection results, then follow the prompts (the inspector may have left a message for you).

Pressing the # sign will allow you to back-up one step

**Building Safety Division**

31 East 5th Street

Tempe, Arizona 85281

Phone: (480) 350-8341, Option 1

Fax: (480) 858-2073



**Building Safety Division**

## INTERACTIVE VOICE RESPONSE (IVR) INSPECTION CODES

**Community Development  
Building Inspections Section**



**IVR Telephone: (480) 350-8072**

## IVR Permit Inspection Codes

To provide a better service to the community, the City of Tempe Community Development Department has an Interactive Voice Response (IVR) system that allows customers schedule inspections through touch-tone phones. The IVR is an automatic telephone system that allows the schedule of inspections using the permit type and the numeric part of the permit. Rotary-dial phones do not work with the IVR system.

Before calling, you will need the six (6) digit permit number and one or more of the inspection codes listed on this brochure. **Call (480) 350-8072** from a touch-tone phone. You will be prompted through the process. **For an estimated time of arrival, call (480) 350-8341, Option 1, between 6:00 AM to 6:30 AM the morning of your inspection.** When there are multiple permits (building, fire, engineering, etc.) associated with a project, the inspection request(s) must be made using the appropriate permit number for which the work was authorized. Please call (480) 350-8341, Option 1, with any questions regarding the IVR system or inspection codes.

### CODE STRUCTURE

101	Footing Trench and Rebar*
103	Stem Wall/Retaining wall*
105	Building Pre-Slab
107	Reinforced Masonry Pre-Grout*
109	Structural Steel Frame*
111	Tilt Panels*
113	Deck Weld/Welding*
115	Structural Concrete*
117	Epoxy Anchors*
125	Exterior Strap & Shear
127	Roof Nail ( <i>Commercial</i> )
131	Framing ( <i>includes any MEP</i> )
132	Rough Energy
133	Insulation ( <i>Sound / Energy</i> )
134	Stucco / Energy Lath
145	Gypsum Wallboard
151	Fire Safing / Spray Applied Fire-Proofing*
153	Fire Caulking / Sound Control Caulking
155	Smoke/Fire Dampers/Test

### CODE STRUCTURE CONT'

161	Above Ceiling ( <i>Suspended</i> )
191	Building Demolition Final
198	Energy Final
199	Building Final

### CODE PLUMBING

305	Drain, Waste & Vent ( <i>Underground</i> )
335	Water Piping ( <i>Underground</i> )
341	Sewer
345	Water Service
351	Rough ( <i>Water Piping / DWV</i> )
355	Medical Gas/Test
361	Gas Piping/Test
391	Demolition Final
399	Final

### CODE ELECTRICAL

205	Ufer
206	Underground
207	Rough-In
208	Panels
235	Service Equipment
255	Temp Pole/Pedestal
256	Service/Panel(s) Power
265	Service Upgrade/Replacement
291	Demolition Final
299	Final

### CODE MECHANICAL

405	Underground
435	Rough
436	Duct Sealant
437	Duct Insulation
460	Hood System
475	Duct Smoke Detector/Test
491	Demolition Final
499	Final

### CODE FIRE (*See Reverse for Fire Inspection Procedure*)

503	Rack storage
504	Pre-action sprinkler system
505	Fire pump
509	Fire alarm system
510	Fire alarm system ( <i>TI</i> )
512	Fire alarm system ( <i>dialer</i> )
515	Kitchen hood system ( <i>visual</i> )
516	Kitchen hood system ( <i>function</i> )
518	Remote FDC ( <i>200 lbs</i> )
520	AFES ( <i>TI</i> )
521	AFES ( <i>OH 200 lbs</i> )

### CODE FIRE (*continued*)

523	AFES ( <i>OH</i> )
525	UG tank installation
526	AG tank installation
527	Hazmat
532	Fuel dispensing
533	LPG tank ( <i>above ground</i> )
534	LPG tank ( <i>below ground</i> )
535	Residential fueling system
540	Tank removal
544	Underground fire line ( <i>visual</i> )
546	Underground file line ( <i>200 lb. test/flush</i> )
550	Special extinguishing agent
556	Spray booth
560	UG tank vaults
570	Compressed gas system
572	Medical gas system
581	Courtesy/Other
590	Knox box/knox gate switch/gate access
592	Opticom entry
593	Fire extinguisher

### CODE SIGNS

999	Sign Permit - Final
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### CODE PLANNING

605	Site Lighting ( <i>photometric night test - Wednesday only</i> )
699	Planning Final

### CODE MANUFACTURED/MOBILE HOME

705	Site location and zoning final
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### CODE POOL/SPA

805	Pre-Gunite
835	Electric
841	Gas Piping/Test
898	Pool/Spa Energy Final
899	Pre-Plaster/Final

(\* Indicates a special inspection may be required. Special inspections are in addition to, not in lieu of Building Safety inspections.

**Call (480) 350-8072  
to schedule an inspection**