

## SPOTSYLVANIA COUNTY IVR SYSTEM (540) 507-7087

Next business day inspection request cut off time is 4:00 pm. Inspections can be requested to occur on any county business day. Except for the 3<sup>rd</sup> Wednesday of each month which is a Building Dept. Training Day, however, Zoning & Erosion inspections may still occur. **Call 540-507-7087 and follow the menu below to schedule an inspection.**

- 1- TO REQUEST AN INSPECTION PRESS 1
  - 2- FOR RESIDENTIAL PERMITS PRESS 1, FOR COMMERCIAL PERMITS PRESS 2, FOR USE PERMITS PRESS 3
  - 3- ENTER YOUR PERMIT NUMBER THEN PRESS # **THERE IS NO NEED TO ENTER THE PREFIX (RES OR COM), THIS TELLS TYPE OF PERMIT. WHEN ENTERING A PERMIT THAT CONTAINS A DASH, PLEASE HIT THE \* KEY TWICE, WHERE THE DASH IS LOCATED**  
(TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
  - 4- ENTER THE THREE (3) DIGIT INSPECTION CODE (REFERENCE LIST LOCATED BELOW)
  - 5- IS THIS A REINSPECTION  
YES – PRESS 1  
NO- PRESS 2
  - 6- ENTER TWO ( 2) DIGIT MONTH (EXAMPLE MARCH – 03)
  - 7- ENTER TWO (2) DIGIT DATE FOR INSPECTION (EXAMPLE 01 THRU 31)
  - 8- CONFIRM INSPECTION DATE  
PRESS 1 TO ACCEPT  
PRESS 2 TO DECLINE
  - 9- TO REQUEST ANOTHER INSPECTION FOR THE SAME PERMIT NUMBER – PRESS 1  
TO RETURN TO THE MAIN MENU – PRESS 2  
TO END THIS CALL – PRESS 3
  - 1- TO HEAR INSPECTION RESULTS PRESS 2**
  - 2- ENTER YOUR PERMIT NUMBER THEN PRESS # (TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
  - 3- TO HEAR THE RESULTS OF ANOTHER INSPECTION PRESS 1, TO RETURN TO THE MAIN MENU PRESS 2
  - 1- TO CANCEL AN INSPECTION PRESS 0**
  - 2- ENTER YOUR PERMIT NUMBER THEN PRESS # (TO ACCEPT – PRESS 1, TO REENTER – PRESS 2)
  - 3- PLEASE ENTER YOUR 3 DIGIT INSPECTION CODE
  - 4- ENTER INSPECTION DATE (USING A TWO DIGIT MONTH AND A TWO DIGIT DAY)
  - 5- TO CANCEL THIS INSPECTION PRESS 1
  - 6- TO DELETE THIS CANCELLATION REQUEST PRESS 2
- \*\*CANCELLATIONS** – Cancellations can be made through the IVR up to 4 p.m. the day prior to the scheduled inspection. To cancel the same day the inspection is scheduled you will need to call our main office at 540-507-7222 and speak to a Permit Technician to cancel the inspection, or the inspection will be conducted as scheduled. **The inspection must be canceled prior to the Inspectors arrival on site.**
- \*NOTE\*- F, P, M, & E-Indicates Framing, Plumbing, Mechanical, & Electric Rough-in**
- ### BUILDING INSPECTIONS
- 101- Porch/Deck Framing (new)
  - 102- Addition F, P, M, & E, Rough-in (new)
  - 103- Braced Wall Inspection (new)
  - 104 – FRAMING (SFH) - (changed)

- 105 – Basement Reno F, P, M, & E Rough-in
- 106 -Veneer (Commercial Only) (new)
- 107- Framing (Commercial Only) (New)
- 108- Ceiling Grid
- 109- Fire-Rated Assembly
- 110- Fire-Rated Assembly Penetration/Termination (New)
- 200 –FOOTING (changed)
- 201- Concrete Poured Wall (Pre-Pour) (changed)
- 202 - WATERPROOFING/DRAINTILE
- 203 – Foundation Masonry/Concrete-pre-framing (new)
- 204 - BASEMENT SLAB
- 205 - GARAGE SLAB
- 206 - SLAB, ON GRADE INSULATION
- 207 - BASEMENT & GARAGE SLAB
- 208 - PORCH SLAB
- 209 - PORCH & GARAGE SLAB
- 210 - DECK FOOTER/PIERS
- 211 - DRAINTILE TO DAYLIGHT
- 212 - PORCH FOOTERS/PIERS
- 213 – SLAB/FOOTER (OTHER) (Changed)
- 301 - PLUMBING ROUGH IN
- 302 - PLUMBING GROUNDWORKS
- 303 - PLUMBING WATERLINE
- 304 - PLUMBING SEWER
- 305 - PLUMBING – WATER & SEWER
- 306 - PLUMBING – BACKFLOW PREVENTOR
- 307 - PLUMBING- UNDERGROUND TANK
- 308 – PLUMBING- CEILING/WALL CLOSE-IN
- 309 –PLUMBING – Shower Pan Liner Test (New)
- 320 - PLUMBING FINAL COMMERCIAL
- 401 - MECHANICAL ROUGH IN
- 402 - MECHANICAL GAS LINE
- 403 - MECHANICAL WATER HEATER
- 404- MECHANICAL PROPANE TANK
- 405- MECHANICAL- PETROLEUM TANK (INSTALL) (chgd)
- 406 -MECHANICAL- PETROLEUM TANK REMOVAL
- 407 - MECHANICAL- UNDER SLAB
- 408 – MECHANICAL-CEILING /WALL CLOSE-IN
- 409 - MECHANICAL- Kitchen Exhaust Hood/Duct Rough-in (chgd)
- 410 - Mechanical - Kitchen Hood Test (New)
- 411 - Mechanical - Fire Damper -Pre-Concealment (New)
- 420 - MECHANICAL FINAL
- 500 - ELECTRICAL ROUGH & SERVICE
- 501- ELECTRICAL ROUGH- IN
- 502 - ELECTRICAL – ALARM WIRING ROUGH-IN
- 503 - ELECTRICAL – SERVICE
- 504 - ELECTRICAL – CEILING OR WALL CLOSE IN
- 505 – ELECTRICAL - SERVICE UP GRADE
- 506 - ELECTRICAL - UFER Ground Pre-Concealment (New)
- 507 – ELECTRICAL - GROUNDING AND/OR BONDING
- 508 - ELECTRICAL – TEMP SERVICE ON A POLE
- 509 - ELECTRICAL – BURIED CABLE OR CONDUIT
- 510 - ELECTRICAL - CONDUIT IN SLAB
- 511 - ELECTRICAL – SWIMMING POOL
- 512 - ELECTRICAL – EMERGENCY LIGHTS
- 513 - ELECTRICAL – EMERGENCY GENERATOR TEST(chngd)
- 514 - ELECTRICAL – PARKING LOT LIGHTS
- 515 - ELECTRICAL – SIGN LIGHTING
- 516 - ELECTRICAL – DRAINFIELD Wiring (chngd)
- 517 - ELECTRICAL METER RELOCATION

- 520 - ELECTRICAL FINAL COMMERCIAL
  - 603 - INSULATION
  - 610 – ELEVATOR SHAFT INSPECTION (Changed)
  - 620 - MANUFACTURED HOME – PIERS & TIEDOWNS
  - 621 – MANF. HOME – Piers, Tiedowns, Water, Sewer, & Electric
  - 622 – MANF. HOME – PIERS, TIEDOWNS & ELECTRIC
  - 623- MANF/MOD. HOME, Marriage Wall CONNECTION (Chngd)
  - 624- Const. Trailer-, Piers, tie-downs, Electric, Landings, Final(new)
  - 630 - POOL – STEEL & BONDING
  - 701 - FIREPLACE OR CHIMNEY FOOTING
  - 702 - CHIMNEY THIMBLE
  - 703 - CHIMNEY RELINING
  - 704 - FIREPLACE HEARTH
  - 705 - FIREPLACE THROAT & FIREBOX
  - 706 – Pre-Fab Fireplace Rough-in (new)
  - 707 – Pre-Fab Fireplace/Gas Log Final Inspection (new)
  - 708- Wood Stove Final Inspection (new)
  - 990 – Residential SFH/Commercial Final Occupancy Permit Inspection. (changed)
  - 991 - Residential/Commercial Final Inspection- For Deck/Addition /Basement Reno/Pool/Shed/Commercial Reno, Commercial Shell, Misc. permits (Changed)
- ### EROSION INSPECTIONS
- 801 - FIRST EROSION
  - 802 - TEMPORARY FINAL EROSION
  - 803 - FINAL EROSION
  - 804 - BI-WEEKLY EROSION INSPECTION
  - 805 - BOND RELEASE
  - 806 - FINAL EROSION & BOND RELEASE
  - 808 - COMMERCIAL BOND REDUCTION
  - 809 –SUBDIVISION BOND REDUCTION
  - 810 - EROSION PROBLEM CHECK – NO BOND
  - 821 – COMMERCIAL FIRST EROSION
  - 822 – COMMERCIAL TEMP EROSION
  - 823 – COMMERCIAL FINAL EROSION
  - 824 – COMMERCIAL COMPLIANT (Bonded)
  - 825 – COMMERCIAL EROSION BOND RELEASE
  - 826 – COMMERCIAL FINAL & BOND RELEASE
  - 827 – COMMERCIAL COMPLAINT (No bond)
  - 840 – SUBDIVISION FINAL EROSION
  - 841 – SUBDIVISION EROSION BOND RELEASE
- ### ZONING INSPECTIONS
- 850 – OCCUPANCY/USE INSP - COMMERCIAL
  - 851 – TEMPORARY OCCUPANCY INSP
  - 852 – COMMERCIAL SITE INSPECTION
  - 853 – PROFFER COMPLIANCE INSPECTION
  - 854 – SPECIAL USE PERMIT INSPECTION
  - 855 – SIGN INSPECTION – WALL
  - 856 – SIGN INSPECTION – FREESTANDING
- \*\*RE-INSPECTION FEES** - Will be charged per the **Community Development Fee Schedule** when applicable. Please note that the Building, Zoning, and Erosion re-inspect fee policy does vary. Please call us with questions @ 540-507-7222.
- \*\*INSPECTION TIMES** – To find out an estimated time of when an inspection will be performed, you must call 540-507-7222 between 8am – 8:30am the morning of the inspection and speak to a Permit Technician while the inspectors are still in the office. If you call after 8:30am the Technician will only be able to confirm that your inspection will be performed that day (NO TIME WILL BE SPECIFIED).