

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

Next business day inspection request cut off time is 3:00 pm. Inspections can be requested to occur on any county business day. Except for the 3rd 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 RES OR COM, THIS TELLS YOU PERMIT TYPE. WHEN ENTERING DASH, HIT THE * KEY TWICE.
(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 – Cancellation can be made through the IVR up to 4 pm the day prior to the scheduled inspection. To cancel the inspection on the same day that it is scheduled, call an Inspector at 540-507-7246. If the inspection is not canceled prior to an inspectors arrival on site, the inspection will be conducted as scheduled.**
- *NOTE*- F, P, M, & E-Indicates Framing, Plumbing, Mechanical, & Electric Rough-in**
- BUILDING INSPECTIONS**
- 101- Porch/Deck Framing
 - 102- Addition F, P, M, & E, Rough-in
 - 103- Braced Wall/Veneer Inspection (revised)
 - 104 – FRAMING/Air Barrier (SFH) - (revised)

- 105 – Basement Reno F, P, M, & E Rough-in
- 106 - Veneer (Res. & Comm.) (Revised)
- 107- Framing /Concealment (Commercial Only) (revised)
- 108- Ceiling Grid
- 109- Fire-Rated Assembly
- 110- Fire-Rated Assembly Penetration/Termination
- 200 –FOOTING
- 201- Concrete Poured Wall (Pre-Pour)
- 202 - WATERPROOFING/DRAINTILE
- 203 – Foundation Masonry/Concrete-pre-framing
- 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)
- 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
- 320 - PLUMBING FINAL COMMERCIAL
- 400 – MECHANICAL – TANK & LINES
- 401 - MECHANICAL ROUGH IN
- 402 – MECHANICAL INTERIOR GAS LINE
- 403 - MECHANICAL EXTERIOR GAS LINE
- 404- MECHANICAL PROPANE TANK
- 405- MECHANICAL- PETROLEUM TANK (INSTALL)
- 406 -MECHANICAL- PETROLEUM TANK REMOVAL
- 407 - MECHANICAL- UNDER SLAB
- 408 – MECHANICAL-CEILING /WALL CLOSE-IN
- 409 - MECHANICAL- Kitchen Exhaust Hood/Duct Rough-in
- 410 - Mechanical - Kitchen Hood Test
- 411 - Mechanical - Fire Damper -Pre-Concealment
- 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
- 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
- 514 - ELECTRICAL – PARKING LOT LIGHTS
- 515 - ELECTRICAL – SIGN LIGHTING
- 516 - ELECTRICAL – DRAINFIELD Wiring
- 517 - ELECTRICAL METER RELOCATION

- 520 - ELECTRICAL FINAL COMMERCIAL
- 603 - INSULATION
- 610 – ELEVATOR SHAFT INSPECTION
- 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
- 624- Const. Trailer-, Piers, tie-downs, Electric, Landings, Final
- 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
- 707 – Pre-Fab Fireplace/Gas Log Final Inspection
- 708 - Wood Stove Final Inspection
- 990 – Residential SFH/Commercial Final Occupancy Permit Inspection.
- 991- Residential/Commercial Final Inspection- For Deck/Addition /Basement Reno/Pool/Shed/Commercial Reno, Commercial Shell, Misc. permits

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 your building inspection, you must call 540-507-7246 between 8am – 8:30am the morning of the inspection and speak to an Inspector. You may also visit our web page at Spotsylvania.va.us and open the “Building” page to find out what inspector has your inspection and how to contact them for an approximate inspection time. ** A re-inspection fee of \$85.00 is applied each time a re-inspection is conducted.**