

INSPECTION CODES

920	Anchors
910	Blocking
1624	Boiler Heater Equipment
1100	Bonding/Steel
605	Ceiling (Electrical)
1840	Chimney Relining
520	Crawl Space
1000	Thimble/Throat
410	Electrical Service
100	Entrance
830	Final Building
800	Final Electrical
820	Final Mechanical
810	Final Plumbing
815	Final Grinder Pump
300	Footer
500	Foundation
700	Framing/Radon
701	Framing—Deck
880	Fuel Storage Tanks
890	Gas Fireplace
875	Gas Piping
710	Insulation
1607	Hydronic Connection
710	Insulation
607	Low Voltage—Rough
807	Low Voltage—Final
880	LP Gas Tank
900	Pier Footing
905	Piers
950	Placement
501	Pre-Pour—Concrete
1700	Progress Check

INSPECTION CODES CONT'D

960	Removal
600	Rough Electrical
1607	Rough Hydronic
620	Rough Mechanical
610	Rough Plumbing
615	Rough Grinder Pump
1621	Septic Line Connection
200	Setbacks
1600	Sewer Connection
1400	Site Work
515	Slab—Basement/Radon
510	Slab — Garage/Structural
405	Storm Drains
420	Sub-Feed
430	Temporary Electrical Service
390	Underground Elec Conduit
400	Underground Plumbing
1622	Water Conditioner
1610	Water Connection
1623	Water Heater
1620	Well Line Connection

FOR MORE INFORMATION CONTACT:

Dept. of Permits & Inspections Dept.
80 West Baltimore Street
Hagerstown, Maryland 21740-6003
Telephone: 240-313-2460
Fax: 240-313-2461

Business Hours: 7:30 a.m.—4:30 p.m.
Monday through Friday



Washington County Department of Permits & Inspections

INTERACTIVE VOICE RESPONSE (IVR) SYSTEM USER'S GUIDE 240-313-2488

Call the automated IVR System for
all of your Permits & Inspections
transactions seven (7) days a week.

80 West Baltimore Street
Hagerstown, Maryland 21740-6003

<http://www.washco-md.net>

Permits & Inspections Interactive Voice Response (IVR) System

In an on-going commitment to improve customer service, our Permits & Inspections Department has installed an Interactive Voice Response System for inspections, 7 days a week, from 6:00 a.m. until 11:00 p.m.

IVR System Permit Line 240-313-2488

Schedule Inspections
Cancel Inspections
Retrieve Inspections Results
Check Permit Status
Obtain Dept. Information

Before Calling You Will Need:

1. A touch-tone phone
2. A Permit Number
3. An Inspection Code—Choose from the inspection codes listed outside this brochure

Choose From The Following Options:

Press [1] Schedule an inspection
Press [2] Cancel an inspection
Press [3] Obtain inspection results
Press [4] Check permit status
Press [5] Receive dept. information by fax
Press [0] Transfer to departmental staff
Press [#] Hang up

The IVR system prompts users through the entire process. 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 confirmations numbers and associated transactions in case they are needed for future reference.

Schedule An Inspection

Press [1] If your permit begins with a number
Press [2] If your permit begins with SH
Press [3] If your permit begins with DR
Press [4] If your permit begins with BO
Press [5] If your permit begins with CL
Press [6] If your permit begins with FU
Press [7] If your permit begins with HK
Press [8] If your permit begins with WI
Press [9] If your permit begins with SR

1. Enter your **permit number** followed by the # sign.
The system will confirm this permit by speaking back the site address.
2. Enter the **Inspection Code** from the list on the inside of this brochure.
3. Enter the **Inspection Date**. The cut-off time is 12:00 am for an inspection the following day.

After you have scheduled the inspection, you will be able to:

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

Cancel An Inspection

1. Enter the **Permit Number** followed by the # sign.
2. Enter the **Inspection Code** from the list on the outside of this brochure.

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

Press [1] Hear confirmation # & hang up
Press [2] Cancel inspection on same permit
Press [3] Cancel inspection on different permit
Press [4] Return to Main Menu

Obtain Inspection Results

1. Enter the **Permit Number**.
The system will confirm this permit by speaking back the site address.
2. 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:

- **Retrieve Inspector Message**
- **Hear confirmation # and hang up**
- **Listen to more results**, same permit
- **Listen to more results**, different permit
- **Return to Main Menu**

Check Permit Status

1. Enter **Permit Number**.
2. Press [1] to have the **permit status and list of outstanding agencies faxed** to you, or Press [2] to have the **permit status and list of outstanding agencies spoken** to you. You will be asked to enter your fax number if the information is being faxed to you.

Transfer To Staff

You can press [0] at any menu to transfer to a live departmental staff member

Departmental Information By Fax

The following Information can be received from our Dynamic Information System by fax:

Press [1] Directions to our offices
Press [2] Inspection Requirement & codes
Press [3] Information regarding the permit process and list of our current fee schedule
Press [4] Interactive Voice Response System User's Guide
Press [#] Back up