

## 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

530 Radon  
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 Engineering & Construction

80 West Baltimore Street  
Hagerstown, Maryland 21740-6003  
Telephone: 240-313-2400  
Fax: 240-313-2401

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



## Washington County Department of Engineering & Construction

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

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

80 West Baltimore Street  
Hagerstown, Maryland 21740-6003

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

## Dept. of Engineering & Construction's Interactive Voice Response (IVR) System

In an on-going commitment to improve customer service, the Dept. of Engineering & Construction 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