

Schedule an Inspection

In an ongoing commitment to improve customer service, your Development Services Department has installed an interactive Voice Response System. You can now schedule inspections, cancel inspections, check inspection results, or check account balances 24 hours a day, 7 days a week!

Inspection Line: 918.596.1720

Before calling you will need:

- A touch-tone telephone.
- A site-specific permit number
- An inspection code. Choose from the codes listed on the back of this brochure.

Choose from the Following Options:

- Press (1) Schedule an Inspection
- Press (2) Cancel/Reschedule an Inspection
- Press (3) Obtain Inspection Results
- Press (5) Obtain Escrow Account Status
- Press (6) Access Building Information Line
- Press (0) Transfer to Staff
- Press (#) Disconnect and Hang Up
- Press (*) Additional Information

The IVR system will prompt you each step of the way. You may perform multiple transactions during a call. At the end of the call you will be issued a confirmation number.

We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.



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Request an Inspection

1. Call the Inspection Request Line. Press 1.
2. When prompted, enter the permit number. The system will confirm the permit by speaking back the permit number and site address.
3. Enter the inspection code (using a code from the list on the back of this brochure).
4. Enter the inspection date. **The cut-off time is 7:00 a.m. for an inspection on the same day.**
5. Select the inspection time preference.
6. Select how special instructions will be communicated to the inspector.

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

- Request another inspection, same permit.
- Request another inspection, different permit.
- Get a confirmation number and end call. Use this confirmation number when inquiring about this telephone request.

Cancel/Reschedule an Inspection.

1. Call the Inspection Request Line. Press 2.
2. When prompted, enter the permit number. The system will confirm the permit by speaking back the permit number and site address.
3. Enter the inspection code (using a code from the list on the back of this brochure).

The cut-off time is 6:00 a.m. to cancel an inspection on the same day.

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

- Reschedule the inspection.
- Cancel another inspection, same permit.
- Cancel another inspection, different permit.
- Get a confirmation number and end call. Use this confirmation number when inquiring about this telephone request.

Obtain Inspection Results

1. Call the Inspection Request Line. Press 3.
2. When prompted, enter the permit number. The system will confirm the permit by speaking back the permit number and site address.
3. Enter the inspection code (using a code from the list on the back of this brochure).

After you have listened to the inspection results, you will be able to:

- Listen to more results, same permit.
- Listen to more results, different permit.
- Return to the Main Menu.

Obtain Escrow Account Status

1. Call the Inspection Request Line. Press 5.
2. When prompted, enter your contractor account number followed by the # key.

After you have listened to the account status, you will be able to:

- Obtain the last five transactions.
- Repeat the Account Status Information.
- Return to the Main Menu.



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**175 E. 2nd Street, Suite 455
Tulsa, OK 74103**

**Inspection Line: 918.596.1720
Main Phone: 918.596.9656
Fax: 918.699.3100**

Inspection Codes

Commercial Building

Final	1001
Fire Resistant Penetrations.....	1017
Foundation-related (including footing, Stem walls, piers, grade beams, etc)	1002
Frame-related (including crawlspace, Partitions, joists, firewalls, etc.).....	1004
Pool Rebar	1005
Slab	1003
Temporary COO	1006
COO Only	1007
Placement of Erosion Control.....	1015
Demolition: Final.....	1701
Plumbing.....	1702

Electrical

Ceiling.....	2210
Ditch	2203
Final	2201
Pool Deck.....	2208
Pool Shell.....	2207
Rough.....	2205
Slab	2202
Temporary Bldg Service.....	2206
Temporary Pole.....	2204
Wall.....	2209
Elevator: Final.....	1201
Fire Alarm: Final	1301
Rough.....	1302
Fire Suppression: Final	1401
Rough.....	1402

Mechanical

Air Tanks	2618
Boiler	2605
Duct.....	2604
Final	2601
Fireplace	2606
Furnace	2607
Gas Final.....	2609
Gas Rough	2608
Heat/Air (Package Unit)	2610
Kitchen Exhaust Hood/Chiller.....	2611
Large Refrigeration Unit.....	2613
Overhead.....	2603
Pool Heater	2614
Pulled Meter.....	2615
Rough Inspection	2602
Small Refrigeration Unit.....	2612
Underground Duct	2616
Vent.....	2617
Hydronics.....	2619

Mobile Home

Block & Anchor	1502
Final.....	1501
Gas.....	1503
Sewer.....	1504
Water	1505
Moving: Final	1601
Loaded Before Transit.....	1602

Plumbing

Final.....	2301
Gas Final.....	2302
Rough	2304
Rough Gas	2305
Rough Interior Gas	2303
Topout	2307
Water Service	2306
Shower Pan.....	2308

Residential Building

Final.....	1101
Fire Resistant Penetrations	1112
Foundation-related (including footing, stemwalls, piers, grade beams, etc.).....	1102
Frame-related (including crawlspace, partitions, joists, firewalls, etc.).....	1104
Pool Steel.....	1105
Slab.....	1103
Residential Temporary Use	1106
Placement of Erosion Control.....	1110
Sewer: Final.....	2401
Sidewalk/Driveway: Final	1801
Sign	
Final.....	1901
Final Electric	1902
Rough	1903
Rough Electric	1904

Temp Mobile Home

Block and Anchor.....	2002
Final.....	2001
Use of Streets: Final	2701
Water Service: Final	2501
Watershed	
Earthchange	2102
Final.....	2101
Placement of Erosion Control.....	2103

Annual Industrial

Building	2801
Electrical.....	2802
Mechanical	2803
Plumbing	2804



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INSPECTION REQUEST LINE

Quick Reference Guide for Requesting

- Inspections
- Results
- Account Balances

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FAX: 918.699.3100