

## 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.



**CITY OF TULSA**

**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 Permit

Final .....	1001
Fire Resistant Penetrations .....	1017
Foundation .....	1002
Frame .....	1004
Slab .....	1003
Temporary COO .....	1006
COO Only .....	1007
Placement of Erosion Control .....	1015

### Demolition Permit

Final .....	1701
Plumbing .....	1702

### Electrical Permit

Final .....	2201
Rough .....	2205

### Elevator Permit

Final .....	1201
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### Fire Alarm Permit

Final .....	1301
Rough .....	1302

### Fire Suppression Permit

Final .....	1401
Rough .....	1402

### Mechanical Permit

Final .....	2601
Rough .....	2602

### Manufactured Home Permit

Block & Anchor .....	1502
Final .....	1501

### Moving Permit

Final .....	1601
Loaded Before Transit .....	1602

### Plumbing Permit

Final .....	2301
Rough .....	2304

### Residential Building Permit

Final .....	1101
Fire Resistant Penetrations .....	1112
Foundation .....	1102
Frame .....	1104
Pool Rebar .....	1105
Slab .....	1103
Residential Temporary Use .....	1106
Placement of Erosion Control .....	1110

### Sewer Permit

Final .....	2401
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### Sidewalk/Driveway Permit

Final .....	1801
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### Sign Permit

Final Non-Electrical Sign .....	1901
Final Electrical Sign .....	1902

### Temp Mobile Home Permit

Block and Anchor .....	2002
Final .....	2001

### Use of Streets Permit

Final .....	2701
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### Water Service Permit

Final .....	2501
Rough .....	2502

### Watershed Permit

Final .....	2101
Placement of Erosion Control .....	2103

### Annual Industrial Permit

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