



VOICE PERMIT SYSTEM INSTRUCTIONS

PHONE NUMBER: 239-252-3726

Before calling you will need:

1. Permit # (i.e. 2015061234501)
2. Inspection code (i.e. 100-Footings)

Language Selection:

Press 1 to continue in English

Press 2 to continue in Spanish

Choose from the following options:

Press 1 to Schedule an Inspection

Press 2 to Cancel or Reschedule an Inspection

Press 3 to Obtain Inspection Results

Press 4 to Obtain Plan Review Information

Press 0 at any time to Speak to Department Staff

Press * to hear General Information

How to Schedule an Inspection:

1. **Press 1** to Schedule an Inspection
2. Enter the numeric portion of your permit number with the 01 at the end and **press #** (i.e. 2015061234501)
3. Enter three digit inspection code (i.e. 100)
4. **Press 1** for next day inspection or continue to listen for other options.
5. To be notified when inspector is near your location **press 1**
6. To receive a text message **press 1**
7. Enter 10 digit Cellular Telephone number where you can be reached
8. If this is the correct number **press 1**

Common Error Messages:

[Click here](#) to view Error messages and resolutions.

The Interactive Voice Response (IVR) system will prompt you through all the steps you need to schedule an inspection, cancel an inspection or obtain inspection results. You can perform multiple transactions during each call. At the end of the call you will be issued a confirmation number. Please keep a record of this number for future reference.

