

<b>100-BUILDING</b>	<b>IVR CODE</b>
Location & Setbacks	<b>100</b>
Foundation/Trench Forms	<b>110</b>
Structural Concrete/Slab on Grade	<b>112</b>
Floor Sheathing	<b>118</b>
Roof Sheathing	<b>124</b>
Exterior Shear	<b>125</b>
Steel Framing	<b>130</b>
Framing	<b>132</b>
Insulation/Weather Stripping	<b>134</b>
Interior Lath/Drywall	<b>136</b>
Exterior Lath	<b>138</b>
Rated Shaft Construction	<b>140</b>
T-Bar Ceilings	<b>150</b>
1 <sup>st</sup> Grout Lift	<b>160</b>
2 <sup>nd</sup> Grout Lift	<b>162</b>
3 <sup>rd</sup> Grout Lift	<b>164</b>
Fire Rough (call <b>Orange County Fire @ (714) 573-6150</b> )	<b>170</b>
Fire Sprinkler Final (call <b>OCFA</b> )	<b>175</b>
OCFA Alarm/Monitoring (call <b>OCFA</b> )	<b>180</b>
<b>Final Building</b>	<b>199</b>
<b>300-ELECTRICAL</b>	<b>IVR CODE</b>
Temporary Power Pole	<b>300</b>
UFER	<b>320</b>
Ground Rod	<b>325</b>
Underground Electrical	<b>330</b>
Rough Wiring	<b>340</b>
Bonding Water/Gas	<b>345</b>
Rough Conduit	<b>350</b>
Service	<b>370</b>
Final Electrical	<b>399</b>

<b>400-MECHANICAL</b>	<b>IVR CODE</b>
FAU / Wall Furnace	<b>400</b>
Combustion Air Openings	<b>405</b>
Duct Work	<b>410</b>
AC / Compressor	<b>415</b>
Thermostat	<b>420</b>
Fire Dampers	<b>425</b>
Smoke Detection Devices	<b>430</b>
Manufactured Fireplace	<b>435</b>
Commercial Hood	<b>440</b>
<b>Final Mechanical</b>	<b>499</b>
<b>500-PLUMBING</b>	<b>IVR CODE</b>
Underground/Floor Plumbing	<b>500</b>
Water Service	<b>505</b>
Rough Plumbing/Topout	<b>510</b>
Shower Pan (Hot Mop)	<b>512</b>
Rough Gas System	<b>515</b>
Sewer	<b>520</b>
Water Heater	<b>530</b>
Gas Test	<b>540</b>
<b>Plumbing Final</b>	<b>599</b>
<b>700-SPA/POOL</b>	<b>IVR CODE</b>
Spa/Pool Location & Setbacks	<b>700</b>
Heater Location & Setback	<b>705</b>
Overhead Conductor Clearance	<b>710</b>
Underground Plumbing	<b>715</b>
Electrical Bonding	<b>720</b>
Steel Reinforcements	<b>725</b>
Underground Electrical	<b>730</b>
Pool Gas Test	<b>735</b>
P-Trap/Backwash Receptor	<b>740</b>
Fencing & Gates	<b>745</b>
Spa/Pool Cover	<b>750</b>
<b>Final Pool</b>	<b>799</b>



City of Lake Forest

**USER'S GUIDE TO  
THE AUTOMATED  
INSPECTION  
REQUEST SYSTEM  
(888) 890-6298**

Building Division  
Community Development  
Department

100 Civic Center Drive  
Lake Forest, CA 92630  
(949) 461-3470

# USER'S GUIDE TO AUTOMATED INSPECTION REQUEST SYSTEM

## SYSTEM FEATURES

Features of the automated inspection request system include the following:

- ✓ Schedule New Inspection
- ✓ Cancellation of Scheduled Inspection
- ✓ Status of Permit/Inspection

## SYSTEM REQUIREMENTS

A touch-tone telephone is required to utilize the system, a rotary telephone, however, may be used to request inspections through an attendant.

In order to utilize the system, the five-digit pin number or permit number is required.

Example: 1-12-01234

## GETTING STARTED

**To begin, have your pin or permit number on hand and call the Automated Inspection Request at 1-888-890-6298.**

The system will ask for the five-digit pin number. Also the last five-digits of your permit number.

Example: 1-12-01234

The system will guide you through each step. You may bypass instructional messages at any time by simply pressing the appropriate

number on your telephone keypad. The system will confirm the address for the permit number. Press 1 or say "Yes" to confirm or Press 2 or say "No".

## MAIN MENU SELECTIONS ARE:

Check Permit Status	Press 1
Check Inspection Status	Press 2
Request a New Inspection	Press 3
Cancel a Pending Inspection	Press 4
Change a Pending Inspection	Press 5
Switch to a Different Permit	Press 6

## REQUEST A NEW INSPECTION

Inspection requests received by 5:00 p.m. on a regular business day may be scheduled for the following business day or one of the five business days following the request. Requests received at 5:00 p.m. may only be scheduled for the day after the next business day or one of the four business days following the date of request.

**Press 3** on your telephone keypad from the main menu.

Enter the three-digit inspection code for the type of inspection requested. See reverse side for a listing of inspection codes. A confirmation message will play back the inspection code and a

description of the inspection type.

Select the date for your requested inspection. Once a selection is made, a confirmation message will play back the permit number and date of the scheduled inspection.

## CANCEL AN INSPECTION

Press 4 on your telephone keypad from the main menu. The system will confirm the code and type of inspection ordered. The system will list the scheduled date or dates that may be cancelled or postponed.

Upon deleting or postponing an inspection, you will be given options to (1) receive a confirmation number and hang up; (2) cancel additional inspections for the same permit or another permit; or, (3) return to the Main Menu.

## CHANGE REQUESTED DATE OF PENDING INSPECTION

Press 5 on your telephone keypad from the main menu to change the requested date of pending inspection.