



IVR Inspection Line Instructions

IVR Inspection Line: 1-866-458-7354

Inspections must be requested by 3 PM for an inspection the following day.

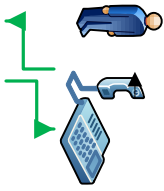
To request an inspection on the new IVR inspection request system you will need the 6 digit permit identification number, also called a PIN. This is different from the permit number. You will also need the 3 digit IVR inspection number for the type of inspection you would like to request.

Because we switched to a new permitting system on April 2nd, 2012, permits issued prior to April 2nd will not have the 6 digit PIN number printed on the permit. To obtain the PIN number you must visit www.mybuildingpermit.com and click on 'Check Permit Status' on the left side of the page. Enter the City of Kirkland for the jurisdiction then your permit number. Your permit information will be displayed and you will find the 6 digit PIN number in the description field.

You can find the 3 digit IVR inspection number for the type of inspection you would like to request from the attached list. Once you have the IVR permit PIN number and the IVR inspection number you are ready to request an inspection.

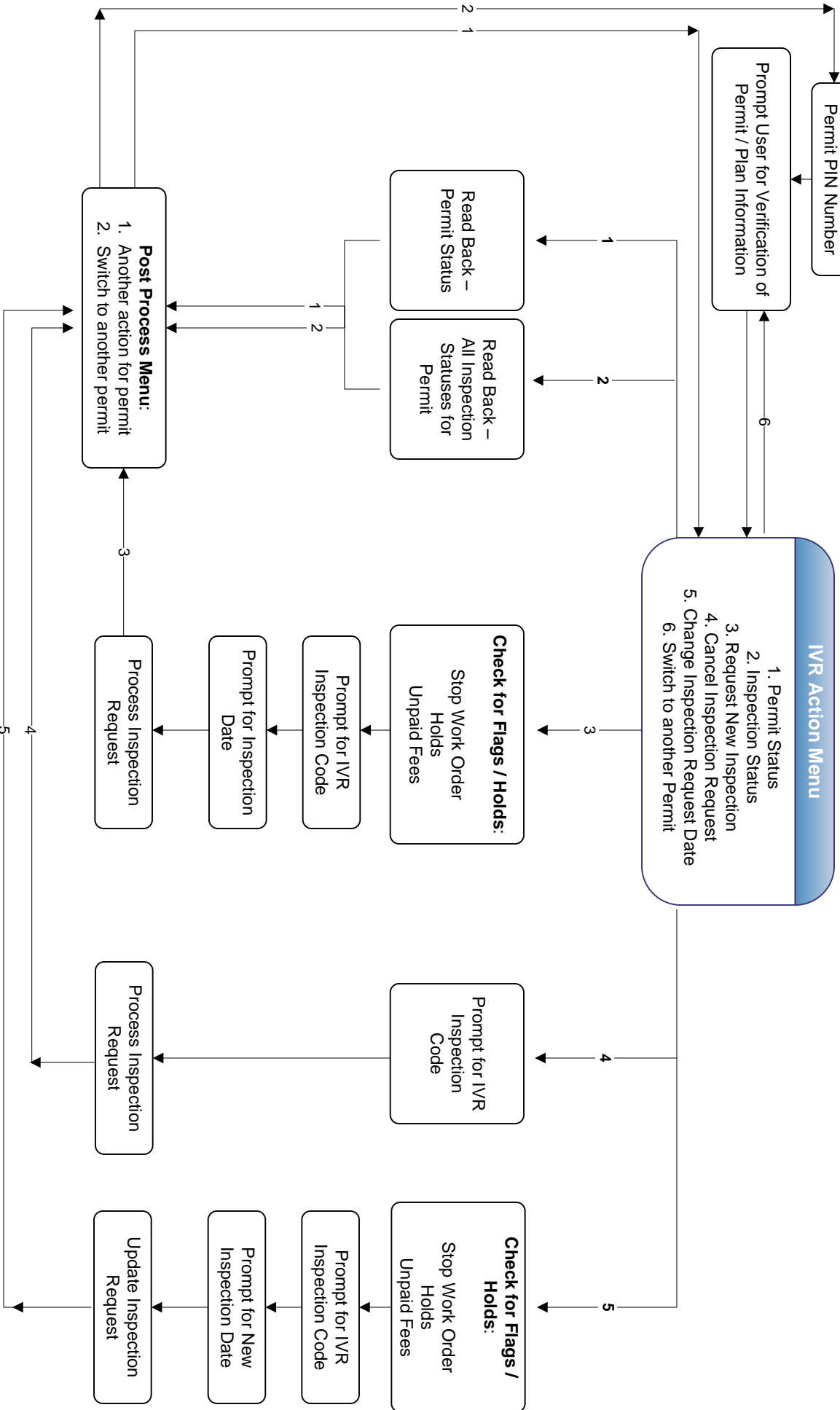
How to request an IVR inspection

1. Dial 1-866-458-7354
2. From the main menu enter the 6 digit IVR permit PIN number.
3. Next, the system will ask you to confirm your permit number and address. Press 1 to confirm.
4. Select option #3 to request a new inspection. From there you can immediately enter the 3 digit inspection number you want or wait and listen to a list of available inspections for your permit.
5. Finally, select our requested day and either a morning or afternoon inspection. Please note: we will attempt to accommodate your choice of morning or afternoon but cannot guarantee it.



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City of Kirkland Inspection IVR list - Alphabetical

IVR	Inspection Name	IVR	Inspection Name	IVR	Inspection Name
BUILDING		ELECTRICAL		PLANNING	
255	BLD - Acoustical Ceiling Frame	408	ELE - Bonding/Grounding	695	PCD - Final
292	BLD - ADU	418	ELE - Ceiling Cover	693	PCD - Inspection
285	BLD - Adult Family	406	ELE - Ditch	605	PCD - Tree Fencing Installation
263	BLD - Attic/Roof Insulation	495	ELE - Final	PLUMBING	
258	BLD - Ceiling Cover	450	ELE - Low Voltage Rough In	595	PLM - Final
228	BLD - CMU Walls	401	ELE - Other	507	PLM - Footing/Storm Drain
216	BLD - Concrete Column	492	ELE - Phased Final	588	PLM - Fuel Gas Piping
232	BLD - Concrete Slab/PT Deck	400	ELE - Pre-con	542	PLM - Hydronic Heating
234	BLD - Curtain Wall	432	ELE - Rough In	508	PLM - Medical Gas Piping
289	BLD - Damage Assessment	414	ELE - Service	514	PLM - Membrane Test/Tub or Shower Pan Test
246	BLD - Draft & Fire Stopping & Caulking	404	ELE - Slab (Cover)	501	PLM - Other
240	BLD - Exterior GYP Sheathing	434	ELE - Soffits Cover	500	PLM - Pre-con
280	BLD - Exterior Membrane/Flashing	402	ELE - Temporary Power	582	PLM - Rainwater Systems
253	BLD - Exterior Wall Sheathing	416	ELE - Wall Cover	510	PLM - Roof/Overflow Drain
295	BLD - Final	FIRE		516	PLM - Rough Plumbing DWV
254	BLD - Fire Rated Assembly	792	FIR - Audibility Test	530	PLM - Rough Water Lines
262	BLD - Floor Insulation	732	FIR - Bucket Test	583	PLM - Sand/Oil Separators/Grease Trap
251	BLD - Floor Sheathing	793	FIR - Detection Testing	506	PLM - Underslab
209	BLD - Footing Perimeter Drains	715	FIR - Dry Sprinkler Trip Test	502	PLM - Water Service Line
210	BLD - Footings/Setback/UFER	765	FIR - Electrical Cover	PUBLIC WORKS	
212	BLD - Foundation Walls	791	FIR - Electrical Final	103	PW - 1st Erosion Control
250	BLD - Framing	730	FIR - FDC Line Flush	104	PW - 2nd Erosion Control
256	BLD - Hard Lid Framing	795	FIR - Final	194	PW - Demo Final
293	BLD - Inspection	770	FIR - Fire Alarm	102	PW - Erosion Control
261	BLD - Insulation Slab on Grade	750	FIR - Flow Test	195	PW - Final
205	BLD - Landlord/Tenant	788	FIR - Hood & Duct Trip Test	191	PW - Final Site Stabilization & Erosion Control
281	BLD - LATH Plaster 1st 2nd & 3rd Coat	789	FIR - Hood & Duct Trip Test Final	193	PW - Inspection
224	BLD - Marriage Line/Infill	735	FIR - Hydrostatic	101	PW - Job Start
284	BLD - Move Approval	738	FIR - Hydrostatic (Interior)	100	PW - Pre-con
201	BLD - Other	736	FIR - Hydrostatic (Underground)	110	PW - Private Paving
294	BLD - Phased Final	790	FIR - Inspection	121	PW - ROW Curb & Gutter
202	BLD - Piles	768	FIR - Leakage Test (13D)	122	PW - ROW Driveway
200	BLD - Pre-con	794	FIR - Manual Pull Station Testing	123	PW - ROW Improvements
248	BLD - Pre-rock	787	FIR - Monitoring	124	PW - ROW Monuments
252	BLD - Roof Sheathing	710	FIR - Piping Cover	125	PW - ROW Paving
271	BLD - Roof Tear Off	785	FIR - Sprinkler General Walk-through	126	PW - ROW Planter Strip
270	BLD - Roof/Storm Drains/Interior	720	FIR - Standpipe (Hydro)	127	PW - ROW Restoration
249	BLD - Shaft Cover & Nailing	724	FIR - Underground (Prior to Fill)	128	PW - ROW Sidewalk
242	BLD - Shearwall Nailing	712	FIR - Underground Flush	129	PW - ROW Striping/Signage
206	BLD - Shotcrete	786	FIR - Visual Test	131	PW - Septic Tank Abandon
204	BLD - Soil Nails	716	FIR - Wet Sprinkler Trip Test	132	PW - Sewer Cap
257	BLD - Subfloor Framing	MECHANICAL		133	PW - Sewer Side
273	BLD - Tightline Exterior Roof Drain	314	MEC - Ceiling Cover	134	PW - Sewer System
233	BLD - Tiltup Wall	342	MEC - Duct Insulation	141	PW - Storm Drywell/Infiltration
213	BLD - Vault Lid	341	MEC - Duct Seal	142	PW - Storm System
283	BLD - Venting/Ventilation & Indoor Air Quality	395	MEC - Final	143	PW - Storm Tightline Ex. Roof Drain
260	BLD - Wall Insulation	340	MEC - Fire/Smoke Dampers	144	PW - Stormwater Investigation
244	BLD - Wallboard Nailing	310	MEC - Fuel Gas Piping	105	PW - Tree Fencing Installation
		318	MEC - HVAC Piping (Hydronic/Chilled/Refrigerant)	151	PW - UG Exist. OH Utilities
		319	MEC - Hydronic Tubing	161	PW - Water System
		301	MEC - Other		
		300	MEC - Pre-con		
		320	MEC - Rough Mechanical		
		360	MEC - Type I/Type II Hoods		
		316	MEC - Wall Cover		

City of Kirkland Inspection IVR list - Numerical by Department

IVR	Inspection Name	IVR	Inspection Name	IVR	Inspection Name
BUILDING		ELECTRICAL		PLANNING	
200	BLD - Pre-con	400	ELE - Pre-con	605	PCD - Tree Fencing Installation
201	BLD - Other	401	ELE - Other	693	PCD - Inspection
202	BLD - Piles	402	ELE - Temporary Power	695	PCD - Final
204	BLD - Soil Nails	404	ELE - Slab (Cover)	PLUMBING	
205	BLD - Landlord/Tenant	406	ELE - Ditch	500	PLM - Pre-con
206	BLD - Shotcrete	408	ELE - Bonding/Grounding	501	PLM - Other
209	BLD - Footing Perimeter Drains	414	ELE - Service	502	PLM - Water Service Line
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