



How to use the Automated System

Dial (510) 494-4885

Press 1 to Schedule an Inspection

1. **Enter the Numeric** portion of your **Permit #**. ex. BLD **2000-01234**

2. **Enter the 3-Digit Inspection Code**
ex. **199** for a final inspection. If you do not know the inspection type you need, enter **811** for unknown inspection type.

3. **Choose 1** to schedule for the Next business day,
2 to schedule for the 2nd working day,
or **3** to schedule for the 3rd working day.
The cut off time for next day inspections is 3 p.m.

4. **Choose 1** for a Morning Inspection
2 for an Afternoon inspection

5. Contact the inspector on the permit card the morning of your inspection to confirm your AM or PM time frame. If a name is not listed, call 494-4400 after 8:00 a.m. to be connected to your inspector.

6. **Press 1** for confirmation number,
2 to schedule another inspection on the *same* permit,
or **3** to schedule another inspection on a *different* permit.

Press 2 from the Main Menu to **Cancel an Inspection**

1. **Enter** the **Numeric** portion of your **Permit #**
2. **Enter** the **3-Digit Inspection Code**
3. **Press 1** to Cancel the inspection
Press 2 to reschedule the inspection
 - Cancellations on the automated system must be called in before the cutoff time of 3:00 p.m. the day before the inspection
 - After 3 p.m. call the area inspector listed on your inspection record card the morning you scheduled the inspection.

Press 3 from the Main Menu to **Obtain Inspection Results**

1. **Enter** the **Numeric** portion of your **Permit #**
2. **Enter** the **3-Digit Inspection Code**. (Remember **199** for a final inspection).
3. Your results will be Spoken
 - If the system says “*an error occurred while reading*” that means nothing has been schedule for that inspection code.