



Guidelines for Using the Automated Plan Status & Inspection Scheduling System

Version 2019-05-22

Online at www.pwcva.gov/ePortal or
call the automated phone system at **1-866-457-5280**

USEFUL CONTACT NUMBERS

<p>BUILDING PLAN INTAKE Phone: 703-792-4040 Fax: 703-792-7054</p>	<p>BUILDING PERMITTING SERVICES Phone: 703-792-6924 Fax: 703-792-4155</p>	<p>BUILDING CONSTRUCTION INSPECTIONS Phone: 703-792-7006 Fax: 703-580-1578</p>
<p>WATERSHED MANAGEMENT Phone: 703-792-7070 Fax: 703-792-7012</p>	<p>FIRE MARSHAL'S OFFICE Phone: 703-792-6360 Fax: 703-792-6492</p>	

GENERAL INFORMATION

You may use either the online ePortal system or the IVR phone system to get your Building Plan Review Status, schedule and/or cancel inspections. You may also obtain inspection results, obtain and review plan comments and search for permits and plans through the ePortal website. Both systems are available seven days a week, including holidays. Inspections must be scheduled by 3:00 PM the work day prior to the desired date of the inspection. When the total number of allowed inspections for that day has been reached, the system will notify you and you will have to schedule for the next available date.

THE ONLINE EPORTAL SYSTEM

The ePortal system offers an abundance of functionality for users, but some actions, including scheduling an inspection, require you to create an account to complete. To register for an account, visit www.pwcva.gov/ePortal and select the Register button. Once your account has been activated, and your contact has been associated to cases, you will have full access to your cases which includes scheduling inspections and reviewing your plan comments. To associate your contact to your cases, you will need to submit a Contact Registration Form with your associated case numbers. That form and additional information regarding the system, including help documents, are available at www.pwcva.gov/ePortal.

BUILDING PLAN REVIEW STATUS THROUGH THE IVR PHONE SYSTEM

When using the automated phone system at 1-866-457-5280, you will be required to know the 6 digit pin number for your plan. This can be found on the Plan Application Receipt, online at www.pwcva.gov/ePortal through the Plan Search. When you call, you will be asked to enter the Pin Number. After you have entered the Pin Number, the system will verify the plan number. Select 1 if it is correct, or 2 to try again. After selecting 1, it will automatically relay the Plan Status. The system will then ask “To list all Submittals and their statuses, Press 1. To Return to the Main Menu, Press 2.” The system does not list the individual item reviews, it only lists the overall review status of each submission. To obtain more detailed review information, visit our ePortal webpage at www.pwcva.gov/ePortal.

INSPECTIONS: SCHEDULE, CANCEL, OBTAIN RESULTS THROUGH THE IVR PHONE SYSTEM

Using the automated phone system: 1-866-457-5280 (for building, lot grading, and Fire Marshal inspections)

To **CHECK PERMIT STATUS**, press “1”. This option will tell you the status of the permit.

To **CHECK INSPECTION STATUS**, press “2”. This option will tell you all of the inspection types on the case that are pending or have been completed.

To **REQUEST A NEW INSPECTION**, press “3”. Please follow the voice instructions by entering the applicable inspection code located in the lists provided in this handout. You will be asked to select a date. The system offers 10 business days from the time that you call. You will then be asked to enter a ten digit call back number where the inspector can contact you. The system will repeat your phone number, inspection type and date. After confirming, your inspection will be requested.

To **CANCEL A REQUESTED PENDING INSPECTION**, press “4”. Follow the instructions for selecting your appropriate inspection code. You can cancel an inspection up to 9:00 p.m. on the work-day prior to the inspection day. After that time, please call the applicable inspections voicemail: Building Inspections 703-792-7006; Lot Grading Inspections 703-792-7070; or Fire Marshal Inspections 703-792-6360. In your message, leave detailed cancellation information including the permit number and type of inspection. You may use the voice mailbox up to 7:30 a.m. on the day the inspection is scheduled. If calling between 7:30 a.m. and 8:00 a.m. please call the applicable inspection office listed above. To avoid cancellation fees, you must cancel the inspection by 8:00 a.m.

To **CHANGE THE DATE FOR A REQUESTED PENDING INSPECTION**, press "5". Follow the instructions for selecting your appropriate inspection code. After verifying the inspection code, you will be asked to select a date. The system offers 10 business days from the time that you call. The system will repeat your inspection type and date. After confirming, your inspection date will be changed.

To **LIST PLANS RELATED TO THIS PERMIT**, press “6”. The system will tell you all related plan numbers. To choose the appropriate plan, enter the Plan IVR Pin Number provided.

FIRE MARSHAL’S OFFICE INSPECTION CODES

Fire Marshal Inspections			
955	Standpipe Final	974	Fire Alarm Battery Test
958	Wet Chemical	975	Standpipe Visual
959	Underground Visual	976	Flow Test
960	Underground Hydro	977	Alternative Suppression Final
961	Underground Flush	981	Fire Alarm Final
962	Sprinkler Hydro	982	Underground Fire Main Final
963	Concentration Test	983	Sprinkler Visual
964	Sprinkler Trip	984	Sprinkler Breezeway Loop Hydro
965	Sprinkler Air	985	Sprinkler Breezeway Loop Visual
966	Wet Sprinkler Final	986	Sprinkler Breezeway Loop Flush
967	Standpipe Hydro	987	Sprinkler 4-Head Flow-13R
968	Standpipe Flow	988	Dry Sprinkler Final
969	Clean Agent Test	989	Sprinkler 2-head flow-13D
970	Hood	990	Sprinkler Antifreeze
971	Dry Chemical	146	Final Inspection – Shell
972	Fire Pump	148	Furniture Storage (Inspection by FMO)
973	Fire Alarm	149	Pre-Occupancy (Inspection by FMO)

BUILDING DEVELOPMENT DIVISION COMMERCIAL INSPECTION CODES

<p>Building Inspections</p> <p>1010 Footing - Retaining Wall 1020 Footing - Pier/Deck 1030 Footing - Buildings 1040 Backfill - Retaining Wall 1050 Backfill - Buildings 1060 Basement Slab 1070 Garage Slab 1080 Porch Slab/Stoop 1090 Other Slab 1100 Chimney Throat/Thimble/Hearth 1110 Poured Concrete Walls 1120 Wall Concealment - Building 1130 Ceiling Concealment - Building 1140 Building Concealment - Building 1150 Insulation (No Mechanical Permit) 1160 Structural Steel - Buildings 1170 Swimming Pool Structural Steel 1180 Final Inspection - Retaining Wall 1200 Lot Grading Final 1210 Swimming Pool Final 1220 Fireproofing 1230 Party/Separation Wall 1260 Lot Escrow Release Inspection 1470 Emergency Light/Generator Test 1500 Final Inspection - Buildings</p> <p>Electrical Inspections</p> <p>2010 Service - Temporary On Pole 2020 Electrical Service 2030 Grounding Electrodes 2040 Electrical Groundwork 2050 Post Light Trench 2060 Septic Trench 2070 Well Trench 2080 Other Electrical Trench 2090 Pool Perimeter Bonding 2100 Pool Concealment 2110 Wall Concealment - Electrical 2120 Ceiling Concealment - Electrical 2130 Electrical Concealment 2140 Panel Boards 2150 Swimming Pool Final 2170 Pool Shell Bonding 2470 Emergency Light/Generator Test 2500 Electrical Final</p>	<p>Mechanical Inspections</p> <p>3010 Mechanical Groundwork 3020 Wall Concealment - Mechanical 3030 Ceiling Concealment - Mechanical 3040 Mechanical Concealment 3050 Grease Duct Only 3060 Equipment Only 3070 Insulation 3080 Hydronic Test 3500 Mechanical Final</p> <p>Plumbing Inspections</p> <p>4010 Groundwork 4020 Well Trench 4030 Water Service 4040 Sewer Lateral 4050 Sewer & Water Service 4060 Sewer & Water Service/Groundwork 4070 Storm Sewer 4080 Roof Drains 4090 Backflow Device 4100 Wall Concealment - Plumbing 4110 Ceiling Concealment - Plumbing 4120 Plumbing Concealment 4500 Plumbing Final</p> <p>Storage Tank Inspections</p> <p>6010 Tank/Air Pressure Test 6020 Tank Placement (with or w/o Deadmen) 6030 Piping Test 6040 Closure - Removal Or Abandon In Place 6500 Storage Tank Final</p> <p>Gas Inspections</p> <p>7010 Concealment/Gas Test 7500 Gas Final</p>
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BUILDING DEVELOPMENT DIVISION RESIDENTIAL INSPECTION CODES

<p>Building Inspections*</p> <ul style="list-style-type: none"> 101 Footing - Retaining Wall 102 Footing - Pier/Deck 103 Footing - Buildings 104 Backfill - Retaining Wall 105 Backfill - Buildings 106 Basement Slab 107 Garage Slab 108 Porch Slab/Stoop 109 Other Slab 110 Chimney Throat/Thimble/Hearth 111 Poured Concrete Wall 112 Wall Concealment - Building 113 Ceiling Concealment - Building 114 Building Concealment - Building 115 Insulation (No Mechanical Permit) 116 Structural Steel - Buildings 117 Swimming Pool Steel 118 Final Inspection - Retaining Wall 120 Lot Grading Final 121 Swimming Pool Final 122 Fireproofing 123 Party/Separation Wall 126 Lot Escrow Release Inspection 151 Residential Final (Decks, Minor Work) 198* Residential Combination Concealment 199* Residential Combination Final <p>Electrical Inspections*</p> <ul style="list-style-type: none"> 201 Service - Temporary On Pole 202** Electrical Service 203 Grounding Electrodes 204 Electrical Groundwork 205 Post Light Trench 206 Septic Trench 207 Well Trench 208 Other Electrical Trench 209 Pool Perimeter Bonding 210 Pool Concealment 211 Wall Concealment - Electrical 213 Electrical Concealment 214 Panel Boards 215 Swimming Pool Final 217 Pool Shell Bonding 250 Electrical Final 	<p>Mechanical Inspections*</p> <ul style="list-style-type: none"> 301 Mechanical Groundwork 304 Mechanical Concealment 305 Ductwork Only 307 Insulation 308 Hydronic Test 350 Mechanical Final <p>Plumbing Inspections*</p> <ul style="list-style-type: none"> 401 Groundwork 402 Well Trench 403 Water Service 404 Sewer Lateral 405 Sewer & Water Service 406 Sewer & Water Service/Groundwork 407 Storm Sewer 408 Roof Drains 409 Backflow Device 412 Plumbing Concealment 450 Plumbing Final <p>Residential Limited Repair</p> <ul style="list-style-type: none"> 501 Gas-Piping Test 502 Concealment 550 Limited Repair Final <p>Storage Tank Inspections</p> <ul style="list-style-type: none"> 601* Tank Test/Air Pressure Test 602 Tank Placement (with or w/o Deadmen) 603 Piping Test 604 Closure - Removal Or Abandon In Place 650 Storage Tank Final <p>Gas Inspections*</p> <ul style="list-style-type: none"> 701 Concealment/Gas Test 750 Gas Final
<p>*Trade inspections for Residential One and Two Family (IRC) Inspections for Construction of new dwelling units, additions, alterations and basement finishing using the IRC Code are in the Combination Inspection Program. The Inspection Codes for Combination Concealment (198) and Combination Final (199) are under the "Building" heading.</p>	<p>**Electrical Service Inspections For Single Family Homes and Townhouses, the 202 (Electrical Service Inspection) must be called in at the same time as the 198 (Building Combination Concealment Inspection).</p>
<p>Note: For Residential Occupancy, you must have your 199, 120 and your PWCSA Final or Health Department Operation Permit.</p>	<p>Note: For Commercial Occupancy, you must have all Final Inspections completed on all permits and the FMO Final Inspection. Other items may be needed, including PWCSA Final or Site Final Inspection. Please contact Building Permitting Services with any questions. To request the Site Final Inspection, please contact Watershed Management.</p>