

## Instructions

### To schedule inspections:

- Call our Automated **IVR** (Interactive Voice Response System) at 336-641-3833. Please have the Tracking # available prior to calling.
- Press 1 for Existing Record
- Please enter record Tracking #
- The system will verify Permit #
- Press 4 to request an Inspection
- Enter Inspection Type Code
- Press 1 to continue
- Enter date in four digit format
- Press 1 to confirm
- You will receive a Confirmation #

Permit #

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Tracking #

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## Important Numbers

IVR	641-3833
Permitting & Inspections	641-3707
Commercial Plan Review	641-3321
Residential Plan Review	641-4965
Erosion Control	641-3803
Watershed	641-3753
Planning & Zoning	641-3334
Public Water & Sewer	
COG Water Resources (availability)	373-2055
Community Serv (fees paid)	641-3645
Environmental Health	
Well/Septic	641-7613
Food & Lodging	641-3771
Fire Marshal	641-7565
NCDOT	487-0100

## Planning & Development

400 W Market Street  
PO Box 3427  
Greensboro, NC 27402

Planning 336-641-3334 (O) 336-641-6988 (F)  
Permitting 336-641-3707(O) 336-641-3255 (F)

[www.myguilford.com/planning-and-development](http://www.myguilford.com/planning-and-development)

*Thank you for doing business in Guilford County!*



## Guilford County Planning & Development

# IVR

## Interactive Voice Response

Automated Inspection Request System

(336) 641-3833

**YOU MUST HAVE A VALID TRACKING NUMBER & A TOUCH-TONE PHONE TO SCHEDULE AN INSPECTION ON THE IVR SYSTEM.**

**IVR (Interactive Voice Response)** is an automated telephone answering system that allows you to schedule next day inspections any time before 11:00 PM. **IVR** cannot accept calls between 11:00 PM and 6:00 AM and during scheduled maintenance, usually Sunday morning. Calls to the system can be made from your touch-tone phone. You have the flexibility of pre-scheduling your inspection to suit your needs.

Inspections which are processed on the **IVR** System before 11:00 P.M. will be scheduled on the next workday or on your prescheduled date. Weekend and Holiday calls will be scheduled for the next workday. **IVR** cannot schedule a time for a concrete inspection. You must pre-schedule your concrete inspection, and then call the Building Inspector before 9:00 A.M., on the day of your inspection, to schedule a time. Please note you can only schedule a time with an Inspector when pouring concrete.

**RE-INSPECTIONS:**

To schedule a re-inspection, you should enter the same code as the initial inspection. (Ex: 325# Plumbing Final)

**INSPECTION CODES**

**BUILDING**

- 105 Footing and Location
- 110 Slab
- 115 Waterproofing and Drain Tile
- 120 Foundation/Bolt & Tie Down
- 125 Framing
- 126 Insulation
- 130 Building Final
- 135 Pool Location
- 136 Pool Fence
- 140 Investigation/Consultation
- 145 Manufactured Home-Private Lot
- 146 Manufactured Home-Park
- 155 Change of Occupancy
- 160 Temporary Release
- 165 Fireplace
- 170 Rated Separation Wall
- 180 Final Land Use/Occupancy/Event
- 180 Commercial LP Tank

**FUEL PIPING**

- 210 Gas Piping Rough
- 220 Gas Piping Final
- 230 Air Test
- 240 Gas Logs/Air Test/Gas Piping Final
- 250 LP Tank/Air Test/Gas Piping Final

**PLUMBING**

- 305 Sewer Connection
- 310 Water Connection
- 315 Plumbing Rough-Under Slab
- 320 Plumbing Rough
- 325 Plumbing Final
- 330 Manufactured Home-Private Lot
- 331 Manufactured Home-Park
- 335 Partial Plumbing Rough
- 340 Investigation/Consultation
- 355 Change of Occupancy

**MECHANICAL**

- 415 Heating Rough-Under Slab
- 420 Heating Rough
- 425 Heating Final
- 430 Manufactured Home-Private Lot
- 431 Manufactured Home-Park
- 435 Partial Mechanical Rough
- 440 Investigation/Consultation
- 455 Change of Occupancy

**ELECTRICAL**

- 505 Saw Service
- 510 Electrical Rough-Under Slab
- 515 Electrical Rough
- 520 Electrical Final
- 525 Partial Electrical Rough
- 530 Manufactured Home-Park
- 535 Manufactured Home-Private Lot
- 540 Investigation/Consultation
- 545 LCD
- 546 Service Change
- 550 Swimming Pool Final
- 551 Swimming Pool Bonding
- 555 Change of Occupancy
- 560 Temporary Release

**FIRE MARSHAL \*\*Do not schedule on IVR, call 641-7565 to schedule\*\***

- 605 Fire Alarm System
- 610 Tank
- 615 Sprinkler
- 619 Partial Release
- 620 Final
- 640 Investigation/Consultation
- 655 Change of Occupancy

**WATERSHED**

- 700 WTR-Temporary C.O.
- 705 WTR-Final C.O.
- 710 WTR-Subdivision Final Plat
- 715 WTR-Final Acceptance
- 720 WTR-Annual Inspection
- 725 WTR-Floodplain Permit
- 735 WTR-Drain Complaint Invest
- 740 WTR-Stormwtr / Watershd Invt.
- 745 WTR-Stream Buffer Invest
- 750 WTR-Illicit Dischrng Invest

**SOIL EROSION**

- 805 Devices Release
- 810 Routine
- 820 Final
- 840 Investigation/Consultation
- 855 Site Plan Compliance
- 860 Temporary Release