



City of Ann Arbor Building Inspection Integrated Voice Response - IVR System

Use our Interactive Voice Response (IVR) System to schedule, reschedule, cancel and obtain inspection results & plan review status.

STEP 1: Call **734.794.6267**. Select **Option 2**, then **Option 1** to reach IVR.

STEP 2: There are four actions you can perform when calling the IVR. If you would like to:

Check plan review status - **Press 1**

Schedule, reschedule or cancel inspections - **Press 2**

Hear answers to Frequently Asked Questions - **Press 3**

Speak with a customer service representative - **Press 4**

STEP 3: Enter a Permit Prefix below followed by the # (pound sign).

PERMIT TYPE	2-digit code	4-digit code
Building	PB = 72#	BLDG = 2534#
Electrical	PE = 73#	ELEC = 3532#
Mechanical	PM = 76#	MECH = 6324#
Plumbing	PP = 77#	PLUM = 7586#
Sign	PS = 77#	SIGN = 7446#
Soil	PG = 74#	SOIL = 7645#

NOTE: PS & PP have the same two-digit code. The system will prompt you to choose plumbing or sign.

STEP 4: After entering the permit number and the pound sign the automated system will read back to you the codes you entered. You will be asked to confirm if they are correct. **Press 1 - CORRECT** and **Press 2 - INCORRECT**.

STEP 5: After you confirm, please listen carefully to the remainder of the prompts. On the back of this card you'll find a list of additional inspection codes.

Note: Inspection results or cancellations must be received by 2:30 p.m. the day PRIOR to the requested inspection. Thank you.

Call **734.794.2674** to use the **IVR system**
or schedule inspections online at: **www.a2gov.org/permits**



City of Ann Arbor Building Inspection eTRAKIT System

Use our e-TRAKIT online permitting system to access planning and building records and general Planning & Development information. Search by permit number, contractor and case (code enforcement) records.

To access permit information:

1. Visit **www.a2gov.org/permits**

2. Click the **PERMIT SEARCH** button from the permit homepage.

3. The first drop down box reads **PERMIT NUMBER**.

Note: This can be changed to SITE ADDRESS or other search options.

4. Enter your permit number in the **SEARCH FOR** box.

5. Click **SEARCH**.

On the results screen click your **PERMIT NUMBER**.

On the permit display screen you will see Site, Permit, Contact, Payment, Inspection and Review Information.

To schedule an inspection, the permit status has to be ISSUED:

1. Click **INSPECTION REQUEST** tab. If your permit is not issued you will not see the Request Inspection Tab.

2. Fill in the contact information and any additional information in the remarks field. * All fields are required to be completed.

3. Click the **INSPECTION LIST** drop down box to select the inspection type.

4. Click **ADD INSPECTION**.

5. Click the **REQUESTED DATE** drop down to select a date for your inspection.

6. Click the **TIME** drop down to select **AM**, **PM** or **ANY TIME**.

Note: The City of Ann Arbor cannot guarantee this request will be honored, however, we will do our best to arrive within the requested time period.

7. Click **SUBMIT**.

8. Confirmation for the address selected will appear.

9. Click **OK** to confirm.

Note: Inspections cannot be cancelled via eTRAKIT. You must call the IVR system at 734.794.6267

Building	IVR Code
Backfill	1001
Ceiling	1002
Channel	1003
Compaction	1004
Concealed Space	1005
Drywall-Screw	1006
Fire Stopping	1007
Fireplace-Brick	1008
Flashing	1009
Footing	1010
Foundation	1011
Insulation	1012
Masonry	1013
Partial Final	1014
Partial Rough	1015
Posthole	1016
Radon	1017
Rough	1018
Slab	1019
Final	1020

Plumbing	IVR Code
Backflow Prevention	1039
Partial Final	1040
Partial Rough	1041
Rough	1042
Sewer	1043
Water	1044
Plumbing Final	1045
Plumbing Underground	1060



Electrical	IVR Code
Ceiling	1021
Partial Final	1022
Partial Rough	1023
Rough	1024
Service	1025
Temporary Service	1026
Underground	1027
Wall	1028
Electrical Final	1029

Mechanical	IVR Code
Fireplace	1030
Gas Line	1031
Partial Final	1032
Partial Rough	1033
Rough	1034
Underground	1035
Pressure Test	1037
Mechanical Final	1038

Signs	IVR Code
Signs Final	1047
Footing	1010

Grading/Soil Erosion	IVR Code
Investigation	1048
Pre-footing	1049
Final Grading	1050