

**Ann Arbor Building  
Inspection Service for  
Developers, Contractors  
and Homeowners**



**Call 734.994.2674**

**What is an IVR system?**

IVR stands for Interactive Voice Response system. Developers, contractors and homeowners will now use the touch-tone keypad on their phone to **schedule, reschedule and obtain inspection results and plan review status.**

Callers are guided through the system using pre-recorded voice prompts and menus to receive up-to-date information about their projects.

**What will I need when calling the IVR system?**

When calling the IVR system **you will need your permit number** to access your information.

The four options available when using the IVR system are:

- Press 1 For Plan Reviews
- Press 2 For Scheduling, Rescheduling Inspections or other inspection options
- Press 3 FAQ's
- Press 4 Speak to a Customer Service Representative

**Permit Prefixes**

You will need to enter the Permit Prefix listed below followed by a # sign.

|      |       |      |       |
|------|-------|------|-------|
| BLDG | 2534# | ELEC | 3532# |
| MECH | 6324# | PLUM | 7586# |
| SIGN | 7446# | SOIL | 7645# |

You will then be asked to enter the 6-digit permit number. (Example 08-0123, Enter: 080123)

The permit number will be read back to you and you will need to confirm the permit number entered.

- Press 1 Correct
- Press 2 Incorrect

**After your confirmation, follow the prompts.**

For your convenience, a list of inspection types with associated entry codes are listed on the back of this brochure.

**\* Please note:** Inspection requests or cancellations must be received by 2:30 p.m. the day prior to the requested inspection.

You can also schedule inspections online at:  
[www.a2gov.org/trackit](http://www.a2gov.org/trackit)

| Building Inspections   | 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     |
| Electrical Inspections | IVR Code |
| ELEC CEILING           | 1021     |
| ELEC PARTIAL FINAL     | 1022     |
| ELEC PARTIAL ROUGH     | 1023     |
| ELEC ROUGH             | 1024     |
| SERVICE                | 1025     |
| TEMP SERVICE           | 1026     |
| UNDERGROUND            | 1027     |
| WALL                   | 1028     |
| **ELEC FINAL           | 1029     |
| Mechanical Inspections | IVR Code |
| FIREPLACE              | 1030     |
| GAS LINE               | 1031     |
| MECH PARTIAL FINAL     | 1032     |
| MECH PARTIAL ROUGH     | 1033     |
| MECH ROUGH             | 1034     |
| MECH UNDERGROUND       | 1035     |
| MECH WATER HEATER      | 1036     |
| PRESSURE TEST          | 1037     |
| **MECH FINAL           | 1038     |
| Plumbing Inspections   | IVR Code |
| BACKFLOW PREVENTION    | 1039     |
| PLM PARTIAL FINAL      | 1040     |
| PLM PARTIAL ROUGH      | 1041     |
| PLM ROUGH              | 1042     |
| SEWER                  | 1043     |
| WATER                  | 1044     |
| WATER HEATER           | 1045     |
| **PLM FINAL            | 1046     |
| Sign Inspections       | IVR Code |
| **SIGN FINAL           | 1047     |
| Grading Inspections    | IVR Code |
| INVESTIGATION          | 1048     |
| PRE-FOOTING            | 1049     |
| **FINAL GRADING        | 1050     |