



Guidelines for Using the Automated Plan Status & Inspection Scheduling Systems

Version 2009-05-25

Online at www.pwcgov.org/ePlanStatus & www.pwcgov.org/eInspections
or call the automated phone system at **703-792-6970**

USEFUL CONTACT NUMBERS

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

GENERAL INFORMATION

You may use either the online system or the automated phone system to get your Building Plan Review Status; schedule and cancel inspections; and to obtain inspection results. When using the online system at www.pwcgov.org/ePlanStatus or www.pwcgov.org/eInspections, enter your permit number, building address and zip code. The system is very user friendly and the on-screen instructions will guide you through the process. Help documents are also available to navigate you through the system. The 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. (Note: when the total number of allowed inspections for that day has been reached, the system will schedule the inspection for the next available business day). When requesting information or when scheduling inspections, the system will verify important information, i.e. the permit number, the site address, and the type of inspection.

BUILDING PLAN REVIEW STATUS

For the online system go to www.pwcgov.org/ePlanStatus, enter your permit number, building address, zip code and follow the on screen instructions.

When using the automated phone system at 703-792-6970, Press "4" to access the "Plan Review Status System". The system will ask you to select the case type (i.e. 1 for "BLD") and then enter your plan number. A plan number consists of nine digits with a dash, for example: The Building Plan Number for BLD2006-01025 would be entered as 200601025. After you have entered the plan number, the system will verify the plan number along with the site address. If you would like to have the plan status automatically faxed to you, press "1". To obtain plan status press "2". If your fax number is long distance, please make sure that you enter your fax number as instructed by the system.

INSPECTIONS: SCHEDULE, CANCEL, OBTAIN RESULTS

Using the online system: www.pwcgov.org/eInspections (for building related inspections only)

To schedule, cancel, or obtain building related inspection results using the online system go to www.pwcgov.org/eInspections, enter your permit number, building address, and zip code and follow the on screen instructions.

Using the automated phone system: **703-792-6970** (for building, lot grading, and Fire Marshal inspections)

To **SCHEDULE AN INSPECTION** press “1”. When prompted, enter your permit case type from the recorded list (i.e. 1 for BLD). You will then be prompted to enter your nine digit permit number. After entering your permit number, please follow the voice instructions by entering the applicable inspection code located in the lists provided in this handout. You will then be asked to enter a ten digit call back number where the inspector can contact you.

To **CANCEL AN INSPECTION** press “2”. Follow the instructions for selecting your permit case type, entering your permit number, and selecting your inspection code as directed above for scheduling. You can use either system to cancel an inspection up to 8:30 p.m. on the work-day prior to the inspection day. After that time, please call the applicable inspections voicemail: Building Inspections (until 7:30 a.m.) 703-792-4750 x3111 (after 7:30 a.m.) 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 **OBTAIN INSPECTION RESULTS** press "3". Follow the instructions for selecting your permit case type, entering your permit number, confirming your address, and selecting your inspection code as directed above for scheduling. The system is designed so you can obtain inspection results shortly after the inspection has occurred, assuming the inspector was able to send the inspection results from the field.

FIRE MARSHAL’S OFFICE INSPECTION CODES

The inspection code list provided below should be used with either the automated phone system (703-792-6970) or when using the online system at www.pwcgov.org/ePlanStatus or www.pwcgov.org/eInspections.

| Fire Marshal Inspections | |
|--------------------------|---------------------------------------|
| 059 | Underground Visual |
| 060 | Underground Hydro |
| 061 | Underground Flush |
| 062 | Sprinkler Hydro |
| 063 | Sprinkler Alarm/Flow |
| 064 | Sprinkler Trip |
| 065 | Sprinkler Air |
| 066 | Wet Sprinkler Final |
| 067 | Standpipe Hydro |
| 068 | Standpipe Flow |
| 069 | Clean Agent Test |
| 070 | Hood |
| 071 | Dry Chemical |
| 072 | Fire Pump |
| 073 | Fire Alarm |
| 074 | Fire Alarm Battery Test |
| 081 | Fire Alarm Final |
| 082 | Underground Fire Main Final |
| 083 | Sprinkler Visual |
| 084 | Sprinkler Breezeway Loop Hydro |
| 085 | Sprinkler Breezeway Loop Visual |
| 086 | Sprinkler Breezeway Loop Flush |
| 087 | Sprinkler 4-Head Flow Test |
| 088 | Dry Sprinkler Final |
| 146 | Final Inspection - Shell |
| 148*** | Furniture Storage (Inspection by FMO) |
| 149 | Pre-Occupancy (Inspection by FMO) |

***Fire Marshal Inspection fees will apply. 148 is not currently available on the Automated System; you must call the Fire Marshal’s Office at 703-792-6360 in order to schedule this inspection.

BUILDING DEVELOPMENT DIVISION INSPECTION CODES

The inspection code list provided below should be used with either the automated phone system (703-792-6970) or when using the online system at www.pwcgov.org/ePlanStatus or www.pwcgov.org/eInspections.

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| <p>Building Inspections*</p> <p>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 109 Other Slab 110 Chimney Throat 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 150 Final Inspection - Buildings 151 Residential Final (Decks, Minor Work) 198* Residential Combination Concealment 199* Residential Combination Final</p> <p>Electrical Inspections*</p> <p>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 Bonding 210 Pool Concealment 211 Wall Concealment - Electrical 212 Ceiling Concealment - Electrical 213 Electrical Concealment 214 Panel Boards 215 Swimming Pool Final 250 Electrical Final</p> | <p>Mechanical Inspections*</p> <p>301 Mechanical Groundwork 302 Wall Concealment - Mechanical 303 Ceiling Concealment - Mechanical 304 Mechanical Concealment 305 Ductwork Only 306 Equipment Only 307 Insulation 308 Hydronic Test 350 Mechanical Final</p> <p>Plumbing Inspections*</p> <p>401 Groundwork 402 Well Trench 403 Water Service 404 Sewer Lateral 405 Sewer & Water 406 Sewer & Water & Groundwork 407 Storm Sewer 408 Roof Drains 409 Backflow Device 410 Wall Concealment - Plumbing 411 Ceiling Concealment - Plumbing 412 Plumbing Concealment 414 Swimming Pool Final 450 Plumbing Final</p> <p>Residential Limited Repair</p> <p>501 Gas-Piping Test 502 Concealment 550 Limited Repair Final</p> <p>Storage Tank Inspections</p> <p>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> <p>Gas Inspections*</p> <p>701 Concealment/Gas Test 750 Gas Final</p> |
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Note: For Residential Occupancy you must have your 199, 120 and your Health Department Operation Permit or PWCSA Final.

Note: For commercial new structures, please contact Building Permitting Services for further information. To request the site inspection, please complete the [Site Inspection Request](#) form and pay the fee. (This form and all BDD forms are located at www.pwcgov.org/BDDForms)

*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.

**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).