



## Schedule by Phone via the Relay IVR for Permits

- 1 Dial 517-546-3830
- 2 Make a choice from the menu and enter the corresponding keypress

Press [1] to schedule an inspection

Press [2] to cancel or reschedule an inspection

Press [3] to obtain inspection results

Press [\*] to hear general system information

Follow the spoken prompts for entering your permit number, inspection code, and other details

Livingston County Building Department 2300 E Grand River Ave Howell, MI 48843





#### **Livingston County Building Department**



# Inspection Scheduling Instructions

Schedule | Cancel | Reschedule | Check Results Includes Complete List of Inspection Codes



To schedule by text message, send "SCHEDULE" to

1-844-390-3208



### **Schedule by Text**

via the Relay SelecTXT system

1 Enter one of the following into your text messaging app

"S" or "SCHEDULE" to schedule an inspection

"C" or "CANCEL" to cancel an inspection

"RESCH" or "RESCHEDULE" to reschedule an inspection

"R" or "RESULTS" to obtain inspection results

- 2 Send it to 1-844-390-3208
- Follow the interactive prompts for entering your record number ID/ tracking number and inspection code.



#### **Building (BLD)**

- 002 Footing/ Postholes
- 003 Demo Pre-Inspection
- 004 Backfill/Open Hole
- 006 Compaction
- 008 Rough Building
- 010 Insulation
- 011 Masonry
- 012 Damper
- 014 Wallboard-Fire Rated Assembly
- 015 Manufactured Home Set Up
- 016 Final Building

#### **Electrical (ELE)**

- 026 Permanent Service
- 028 Temporary Service
- 030 Underground Electric
- 032 Rough Electric
- 034 Final Electric

#### **Mechanical (MEC)**

- 036 Gas Pipe
- 038 Pressure Test
- 039 Rough Fireplace Woodstove
- 040 Final Fireplace Woodstove
- 042 Underground Heating
- 044 Rough Heating
- 046 Final Heating
- 050 Fire Suppression Test
- 052 Fire Suppression Final

#### Plumbing (PLM)

- 018 Drain Tile
- 020 Underground Plumbing
- 022 Rough Plumbing
- 024 Final Plumbing
- 048 Sewer Hookup
- 049 Water Service

#### **Send Express Commands**

to schedule even quicker with a single message

#### To **SCHEDULE** an inspection:

S

Permit Inspection code Inspection date (mm/dd) Preferred AM or PM

example: "S 1817077600 100 06/07 AM" will schedule a new 100 inspection for permit 1817077600 on the morning of June 7th

#### To **CANCEL** an inspection:

Permit Inspection number code

example: "C  $1817077600\ 100$ " will cancel the previously scheduled 100 inspection for permit 1817077600.

#### To **RESCHEDULE** an inspection:

RESCH Permit Inspection date code Preferred AM or PM

example: "RESCH 1817077600 100 06/07 AM" will reschedule the existing 100 inspection for permit 1817077600 to the morning of June 7th.

#### To **CHECK RESULTS** for an inspection:

R Permit Inspection number code

example: "R  $1817077600\ 100$ " will show the results on the completed 100 inspection for permit 1817077600.