



KENT, WASHINGTON  
**INSPECTION REQUEST LINE INSTRUCTIONS**  
253.856.5427

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### INTERACTIVE VOICE RESPONSE (IVR) SYSTEM

The Interactive Voice Response (IVR) System is an automated telephone system that allows you to:

- Schedule, re-schedule, or cancel Permit Inspections.
- Leave voice messages for Inspectors.
- Obtain Inspection results and voice messages from Inspectors.

The IVR telephone number is 253.856.5427. IVR is designed to be available 24 hours a day, 7 days a week, excluding times when system maintenance is required.

### WHAT YOU NEED IN ORDER TO USE IVR

To use the IVR system, you will need the following:

- Your IVR number. This number is now printed on your permit.
- The 4-digit inspection code(s) for the inspection(s) you would like to schedule.
- Pen and paper to record inspection information.

### IVR CUTOFF TIMES

To schedule or cancel an inspection using IVR, you must call before 4:30 PM., the business day before the inspection.

#### To schedule or cancel an inspection on, call:

Monday	Monday before 4:30 p.m.
Tuesday	Tuesday before 4:30 p.m.
Wednesday	Wednesday before 4:30 p.m.
Thursday	Thursday before 4:30 p.m.
Friday	Friday before 4:30 p.m.

### Confirmation is required

Please listen carefully to each prompt. You must hear your confirmation number in order for your inspection to be scheduled.

**\*\*\* Please be sure to always call in a Final Building, Final Plumbing or Final Mechanical inspection on all Building, Mechanical or Plumbing permits (even when there is only rack, water heater, gas piping, etc. on the permit and you have called in that inspection). Your permit will only close with a FINAL INSPECTION. \*\*\***

### City of Kent Website Information

[www.kentwa.gov](http://www.kentwa.gov)

### Permit Information

<https://www.kentwa.gov/pay-and-apply/apply-for-a-permit>

### REASONS WHY YOUR INSPECTION CANNOT BE SCHEDULED

You will not be able to schedule an inspection for your permit if any of the following is true:

- There are unpaid fees for your permit.
- There are holds on your permit.
- The specific inspection that you are requesting has already been scheduled and results have not been posted for that inspection.
- You have not completed a prerequisite inspection.
- You are calling after the inspection cutoff time.

### ADDITIONAL IVR INFORMATION

**You can press (0) at any time to transfer to a city employee between the hours of 8:00 a.m. to 5:00 p.m. and to voicemail at any other time. You can also press (\*) at any time to hear an explanation of available options.**

### TALK WITH A BUILDING INSPECTOR

If you would like to speak with an inspector regarding a specific inspection time, you can call **253.856.5412** between 7:00 a.m. and 8:00 a.m. on the scheduled day of your inspection.

### TALK WITH A PUBLIC WORKS INSPECTOR (Civil Work Only)

If you would like to speak with an inspector regarding a specific inspection time, you can call **253.856.5500** between 7:00 a.m. and 8:00 a.m. on the scheduled day of your inspection.

### COMMUNICATION WITH THE FIRE INSPECTOR

You will be contacted between 7:00 a.m. and 8:00 a.m. by the fire inspector to schedule a time for your inspection. If you have not been contacted or would like to speak with an inspector, you can call **253.856.4400** after 8:00 a.m. on the scheduled day of your inspection.

# BUILDING INSPECTION

## IVR INSPECTION CODES

### **BUILDING COMMERCIAL**

1001	AUGER PILES	1025	MASONRY/REBAR
1002	CEILING GRID	1029	PRE-CONSTRUCTION OR PRE-INSPECTION
1004	DOUBLE SHEER	1033	RAMPS
1005	DRAFT CURTAINS	1035	RC CHANNELS
1006	DRAFT STOPS	1040	ROOF NAILING
1007	EXTERIOR LATH	1042	ROUGH FRAMING
1008	EXTERIOR SHEATH/CONNECTORS	1045	SLAB CLOSURE
1009	FINAL BUILDING	1046	SLAB POUR
1012	FIRE PENETRATION	1049	STEM WALLS
1013	FOOTINGS	1050	TILT-UP PANELS
1015	GRADE BEAMS	1053	VAPOR BARRIER
1016	GROUT	1055	MISCELLANEOUS INSPECTION
1017	GYPSUM WALLBOARD (INTERIOR)	1061	FIRE STOPPING OR FIRE SPRAY
1018	GYPSUM WALLBOARD (EXTERIOR)	1062	PRE-ROCK
1020	INSULATION CEILING	1063	REBAR
1021	INSULATION ROOF	1064	STRAP INSPECTION
1022	INSULATION UNDERFLOOR	1066	SIGN FOOTING &/OR REBAR
1023	INSULATION WALL	1070	FIRE DOOR DROP TEST
1024	INTERIOR SHEAR WALLS		

### **BUILDING RESIDENTIAL**

1004	DOUBLE SHEER	1029	PRE-CONSTRUCTION OR PRE-INSPECTION
1006	DRAFT STOPS	1033	RAMPS
1007	EXTERIOR LATH	1034	RAIN LEADERS
1008	EXTERIOR SHEATH/CONNECTORS	1035	RC CHANNELS
1009	FINAL BUILDING	1040	ROOF SHEATHING NAILING
1013	FOOTINGS	1042	ROUGH FRAMING
1016	GROUT	1046	SLAB POUR
1017	GYPSUM WALLBOARD (INTERIOR)	1049	STEM WALLS
1018	GYPSUM WALLBOARD (EXTERIOR)	1051	UNDERFLOOR
1020	INSULATION CEILING	1053	VAPOR BARRIER
1021	INSULATION ROOF	1055	MISCELLANEOUS INSPECTION
1022	INSULATION UNDERFLOOR	1061	FIRE STOPPING OR FIRE SPRAY
1023	INSULATION WALL	1062	PRE-ROCK
1024	INTERIOR SHEAR WALLS	1063	REBAR
1025	MASONRY/REBAR	1064	STRAP INSPECTION
1028	POOL	1079	INFILTRATION TRENCH

### **ADULT FAMILY HOME INSPECTION**

1009	FINAL BUILDING	1080	ADULT FAMILY HOME INSPECTION
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### **MOBILE HOME / MODULAR BUILDINGS**

1009	FINAL BUILDING	1065	SEWER & WATER HOOK-UP (MOBILE HOME)
1013	FOOTINGS	1067	SKIRTING
1027	MOBILE HOME SET UP	1068	TIE DOWNS & BLOCKING
1029	PRE-CONSTRUCTION OR PRE-INSPECTION	1055	MISCELLANEOUS INSPECTION

**\* ALL APPLICABLE FINAL INSPECTIONS (BUILDING, PLUMBING & MECHANICAL) MUST BE SCHEDULED TO CLOSE AND FINAL THE PERMIT \***

**RACKS, RE-ROOFING, ROCKERY/RETAINING WALL**

1009	FINAL BUILDING	1039	ROCKERY
1029	PRE-CONSTRUCTION OR PRE-INSPECTION	1040	ROOF NAILING
1032	*RACKS - FINAL BUILDING INSPECTION <b><u>MUST</u></b> ALSO BE SCHEDULED: <b><u>1009</u></b>	1042	ROUGH FRAMING
1038	*RETAINING WALL	6307	REQUIRED RACK INSPECTIONS

**CERTIFICATE OF OCCUPANCY – CATEGORY 1300**

1998	TEMPORARY CERTIFICATE OF OCCUPANCY (Building)	3000	FIRE FINAL
1999	CERTIFICATE OF OCCUPANCY (Building)	3004	FIRE INSPECTION FOR TCO
2000	FINAL ENGINEERING INSPECTION FOR C.O.	4000	PLANNING FINAL SITE
2002	ENGINEERING INSPECTION FOR TCO	4001	PLANNING FINAL LANDSCAPING

**COMMERCIAL MECHANICAL – CATEGORY 1100**

1010	FINAL MECHANICAL	1043	ROUGH MECHANICAL
1014	*GAS PIPING OR GAS TEST - FINAL MECHANICAL INSPECTION <b><u>MUST</u></b> ALSO BE SCHEDULED: <b><u>1010</u></b>	1047	SMOKE SHUTDOWN TEST
1026	MECHANICAL CEILING COVER	1055	MISCELLANEOUS INSPECTION
1029	PRE-CONSTRUCTION OR PRE-INSPECTION	1058	FIRE DAMPERS
1030	PRESSURE TEST	1060	HOOD

**RESIDENTIAL MECHANICAL – CATEGORY 1100R**

1010	FINAL MECHANICAL	1043	ROUGH MECHANICAL
1014	*GAS PIPING OR GAS TEST - FINAL MECHANICAL INSPECTION <b><u>MUST</u></b> ALSO BE SCHEDULED: <b><u>1010</u></b>	1055	MISCELLANEOUS INSPECTION
1026	MECHANICAL CEILING COVER	1069	*WATER HEATER - FINAL MECHANICAL INSPECTION <b><u>MUST</u></b> ALSO BE SCHEDULED: <b><u>1010</u></b>
1029	PRE-CONSTRUCTION OR PRE-INSPECTION		
1030	PRESSURE TEST		

**PLUMBING – CATEGORY 1200**

1011	FINAL PLUMBING	1054	WATER SERVICE PIPING
1029	PRE-CONSTRUCTION OR PRE-INSPECTION	1055	MISCELLANEOUS INSPECTION
1034	RAIN LEADERS	1059	GREASE TRAP
1044	ROUGH PLUMBING	1069	*WATER HEATER - FINAL PLUMBING INSPECTION <b><u>MUST</u></b> ALSO BE SCHEDULED: <b><u>1011</u></b>
1052	UNDERGROUND PLUMBING		

**\* ALL APPLICABLE FINAL INSPECTIONS (BUILDING, PLUMBING & MECHANICAL) MUST BE SCHEDULED TO CLOSE AND FINAL THE PERMIT.**

# PUBLIC WORKS

## IVR INSPECTION CODES

### CIVIL CONSTRUCTION PERMIT

2901 JOB START  
2902 JOB FINAL  
2150 DCVA, RPBA, OR DCDA – INSTALLATION

### GRADE AND FILL PERMIT

2901 JOB START  
2902 JOB FINAL  
2910 GRADE AND FILL INSPECTION

### HOUSE MOVE PERMIT

2901 JOB START

### MINOR CIVIL CONSTRUCTION PERMIT

2901 JOB START  
2902 JOB FINAL  
2150 DCVA, RPBA, OR DCDA – INSTALLATION

### SIMPLE GRADE AND FILL PERMIT

2901 JOB START  
2902 JOB FINAL  
2910 GRADE AND FILL INSPECTION

### SEWER PERMIT

2200 SIDE SEWER  
2210 TAP & INSTALLATION OF STUB TO PROP. LINE

### STREET USE PERMIT

2901 JOB START  
2902 JOB FINAL

### TANK REMOVAL PERMIT

2901 JOB START  
2902 JOB FINAL  
2910 GRADE AND FILL INSPECTION

### UTILITY PERMIT

2905 UTILITY JOB START  
2906 UTILITY JOB FINAL

### WATER SERVICE PERMIT

2100 WATER SERVICE 5/8 X 3/4"  
2101 WATER SERVICE 3/4"  
2102 WATER SERVICE 1"  
2103 WATER SERVICE 1-1/2"  
2104 WATER SERVICE 2"  
2105 WATER SERVICE 3" OR GREATER  
2106 SEWER RATE METER  
2107 IRRIGATION METER  
2110 INSTALLATION OF WATER SERVICE LINE  
2124 INSTALLATION OF VAULT & METER  
2133 INSTALLATION OF HYDRANT ASSEMBLY  
2150 DCVA, RPBA OR DCDA-INSTALLATION

### OTHER INSPECTIONS

2000 FINAL ENGINEERING INSPECTION FOR C.O.  
2001 MISCELLANEOUS INSPECTIONS - PW  
2002 TEMPORARY CERTIFICATE OF OCCUPANCY INSP.  
2003 FLOW CONTROL/BMP'S **REQUIRED FOR NEW SFR**

# FIRE

## IVR INSPECTION CODES

3000	FIRE FINAL	3320	FIRE PUMP INSTALLATION
3001	FIRE OTHER	3321	FIRE PUMP FLOW TEST
3002	KEY BOX	3322	FIRE PUMP MONITORING
3003	FIRE LANE	3323	STANDPIPE HYDRO
3004	TCO	3324	STANDPIPE FLUSH
3100	IFCI TANK CERTIFICATION	3325	STANDPIPE FLOW TEST
3101	UGST INSTALL	3326	STANDPIPE THREAD VERIFICATION
3102	UGST COVER	3327	STANDPIPE SIGNAGE
3103	UGST PRESSURE TEST - LINES	3328	STANDPIPE INSTALLATION/COVER
3104	UGST PRESSURE TEST-CONTAINMENT	3400	LOW VOLTAGE INSTALLERS CARD
3105	UGST MONITORING	3401	FIRE ALARM ACCEPTANCE TEST
3106	UGST EMERGENCY SHUTOFFS	3402	FIRE ALARM INSTALLATION
3107	UGST SIGNAGE EXTINGUISHERS	3403	FIRE ALARM MONITORING
3108	UGST ANCHORING	3404	FIRE ALARM DUCT DETECTOR TEST
3109	UGST PRESSURE TEST - TANK	3450	FIRE ALARM SMOKE/FIRE DAMPER
3110	AGST INSTALL	3406	UL CERT. CENTRAL STATION SERVICE
3111	AGST CONTAINMENT	3407	AREAS OF REFUGE COMMUNICATIONS
3112	AGST PRESSURE TEST	3408	FIRE ALARM – SECONDARY SYSTEM CONTROL
3113	AGST OVERFILL PROTECTION	3500	HOOD/DUCT FIRE SUPP. INSTALLATION
3114	AGST EMERGENCY SHUTOFFS	3501	HOOD/DUCT TRIP TEST
3115	AGST VEHICLE PROTECTION	3502	HOOD/DUCT GAS/POWER DISCONNECT
3116	AGST SIGNAGE EXTINGUISHERS	3503	HOOD/DUCT MONITORING
3117	AGST WITNESS FILLING OF TANK	3504	HOOD/DUCT K-CLASS EXTINGUISHER
3200	IFCI "U" CERTIFICATION	3510	FLAM LIQUID ROOM CONTAINMENT
3201	UG FLUSH	3511	FLAM LIQUID ROOM FIRE PROTECTION
3202	UG COVER	3512	FLAM LIQUID ROOM VENTILATION
3203	UG HYDROSTATIC TEST	3513	FLAM LIQUID ROOM BACKUP POWER
3204	UG COVER	3514	FLAM LIQUID ROOM INSTALLATION
3205	UG SIGNAGE	3515	FLAM LIQUID ROOM PULL STATION/SIGNAGE
3206	UG THRUST RESTRAINT	3520	FIRE DOOR INSTALLATION
3207	UG MATERIALS/CERTIFICATE	3521	FIRE DOOR DROP TEST
3208	UG SLAB CLEARANCE	3530	SPRAY BOOTH INSTALLATION
3209	FDC LOCKING CAPS	3531	SPRAY BOOTH INTERLOCKS
3300	SPRINKLER COVER	3532	SPRAY BOOTH FIRE PROTECTION
3301	SPRINKLER BUCKET TEST	3540	RACK STORAGE INSTALLATION
3302	SPRINKLER HYDROSTATIC TEST	3541	RACK STORAGE COMMODITY
3303	SPRINKLER MAIN DRAIN TEST	3542	RACK STORAGE EXTINGUISHERS
3304	SPRINKLER MONITORING	3543	RACK SPRINKLER SYSTEM
3305	SPRINKLER SIGNAGE		
3306	SPRINKLER TRIP TEST		
3307	SPRINKLER MATERIALS/CERTIFICATION		
3308	SPRINKLER INSULATION		
3309	SPRINKLER INSTALL		
3310	SPRINKLER BELL TEST		