



**INSPECTION SCHEDULING INSTRUCTIONS  
FOR COMMERCIAL PERMITS  
(effective 1/1/03)**

**IVR (972)539-8379**

**You will need:**

1. Your 5-digit contractor access code
2. Your 6-digit permit number
3. The 2-digit inspection code for the inspection you wish to schedule.

All inspections will be scheduled for the next business day (if you call before 7:30 a.m., your inspection will be scheduled for that day. Please note that inspections will not be scheduled on in-service days (2nd Tuesday of each month).

This sheet lists typical inspections for commercial permits. Some of the required inspections from departments other than Building Inspections require calling the individual departments (their phone numbers are listed under the inspection code column).

\*The inspection types noted with an asterisk are done by other departments but will need to be called in to the IVR system. The department will either automatically do the inspection or, if necessary, will contact the contractor to set up a time to meet them on the job site.

**CERTIFICATE OF OCCUPANCY:** All commercial permits require a certificate of occupancy. Commercial, Finish-Out/Remodel, Shell Building and Certificate of Occupancy permits will require posting a Certificate of Occupancy Application card (blue card) at the job site prior to calling for the CO inspections. The card must be posted at the job site. This card can be obtained from the Building Inspections Department. New commercial and shell buildings will require signatures from Building Inspections, Fire, Engineering, Environmental Health and Parks with Building being the last to sign. Finish-Out and changes of ownership typically only require signatures from Fire, Environmental Health and Building Inspections with Building Inspections being the last to sign. When all signatures have been obtained and the building inspector approves the final inspection, he will bring the blue card back to our office and we will mail a laminated CO card to the business address. The certificate of occupancy must be posted at the business in a conspicuous place. \*\*An All Finals- Meter Release on a CO permit is for a lease space "show only" permit.

Please refer to the Commercial Builder's Packet for additional information. The following is a list of phone numbers for your reference:

- Building Inspections (972)874-6355
- Environmental Health/Code Enforcement (972)874-6340
- Engineering Department (972)874-6310
- Fire Department (972)874-6270
- Parks Department (972)874-6277

PERMIT TYPE/PREFIX	INSPECTION TYPE	Code#/Phone#
COM/FO/SH	Temporary Pole	11
COM/SH	Pier	15
COM/FO/SH	Plumbing Rough	13
COM/FO/SH	Plumbing Rough w/air	14
COM/FO	Grease Trap	25
COM/FO/SH	Electrical Underground	17
FO/COM/SH	Foundation	16
COM/SH	Dried-In	30
COM/FO/SH	Wall - Interior	26
COM/FO/SH	Wall - Exterior	56
COM/FO/SH	Insulation	53
COM/FO/SH	Sheetrock	54
COM/FO/SH	Duct Wrap	29
COM/FO	Grease Duct-Hood	27
COM/FO/SH	Ceiling	28
CO/COM/FO/SH	Utility Final	20
CO/COM	EHS-Food Final	(972)874-6332
CO/COM/FO/SH	EHS-CO Inspection	(972)874-6340
CO/COM/SH	*Parks-CO Inspection	36
CO/COM/FO/SH	Engineering-CO Inspection	(972)874-6310
CO/COM/FO/SH	Fire Final	(972)874-6270
CO/COM/FO/SH	All Finals	24
CO/CT	All Finals - Meter Release	52**
SIG	Foundation	16
SIG	Electrical Underground	17
SIG	Wall-Interior	26
SIG	Ceiling	28
SIG	All Finals	24

**Permit Type Prefix Code**  
**CO = Certificate of Occupancy**  
**COM = Commercial**  
**FO = Commercial Finish Out-Remodel**  
**SH = Commercial Shell Building**  
**SIG = Sign**