LA DBS
DEPARTMENT OF BUILDING AND SAFETY

AUTOMATED INSPECTION REQUEST SYSTEM

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888-LA4BUILD
(888-524-2845)

AUTOMATED INSPECTION REQUEST SYSTEM (AIRS) SEQUENCE CHART				
STEP 1	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Within LA County **dial 888-LA4BUILD** (i.e. 888-524-2845) Outside LA County dial 213-482-0000. Select option 1 to request an inspection using AIRS. Option 2 directs the caller to the Call Center between 7am-5pm.	**Enter your area code and phone number.** Enter the numbers as a continuous 10 digit key sequence for the number where you can be reached for information regarding your inspection (no pagers please).	**Enter your 15 digit PCIS permit number.** Enter the numbers as a continuous 15 digit key sequence. The permit number can be found in the upper right hand corner of your permit copy.	AIRS will read back the permit type and the address associated with the permit. Assuming this information is correct, **press the 1 key**. Press the 2 key if incorrect or the 3 key to hear a list of inspections already requested.	**Press the 1, 2, or 3 key to select the inspection date**: 1 = 1st bsn day after today 2 = 2nd bsn day after today 3 = 3rd bsn day after today (bsn = business) The 1st business day after today is available until 3:00pm today.
STEP 6	**STEP 7**	**STEP 8**	**STEP 9**	**STEP 10**
Assuming the read back of the inspection date you selected is correct, **press the 1 key**. Press the 2 key to make a correction to the inspection date you have selected.	**Press the 1 key to enable AIRS to receive the 3 digit inspection code(s).** Use the code(s) on the back of this form that most closely match the inspection(s) you want to request for your type of permit.	**Enter all the 3 digit inspection code(s)** you want to request (see over). **Press the # key** after all the 3 digit code(s) have been entered. This allows you to request more than one inspection at a time for the permit.	**Press the 1 key to request the inspection(s)** you entered in step 8 for the date you requested in step 5. Press the 2 key to correct the inspection code(s) or the 3 key to hear a list of inspection codes selected.	If desired, press the 1 key to hear a confirmation number for all the inspection(s) that have been requested for the permit. **Press the 9 key to end the call.** Your inspection(s) have been requested.

LADBS AIRS INSTRUCTIONS REVISED 5/20/2003

BUILDING PERMIT INSPECTION CODES

Bldg---New	Bldg---Addition	Bldg--Alter/Repair	Bldg--Relocation
100 - Footing/Foundation/Slab	**200** - Footing/Foundation/Slab	**300** - Footing/Foundation/Slab	**400** - Footing/Foundation/Slab
105 - Rough-Frame	**205** - Rough-Frame	**305** - Rough-Frame	**405** - Rough-Frame
110 - Rough-Elec/Plmb/HVAC	**210** - Rough-Elec/Plmb/HVAC	**310** - Rough-Elec/Plmb/HVAC	**410** - Rough-Elec/Plmb/HVAC
(1 or 2 Family Dwelling Only)	(1 or 2 Family Dwelling Only)	(1 or 2 Family Dwelling Only)	(1 or 2 Family Dwelling Only)
115 - Insulation	**215** - Insulation	**315** - Insulation	**415** - Insulation
120 - Drywall Nailing	**220** - Drywall Nailing	**320** - Drywall Nailing	**420** - Drywall Nailing
125 - Interior/Exterior Lathing	**225** - Interior/Exterior Lathing	**325** - Interior/Exterior Lathing	**425** - Interior/Exterior Lathing
130 - Final	**230** - Final	**330** - Partition/T-Bar Ceiling	**430** - Final
		(Commercial Only)	
		335 - Final	

DEMOLITION PERMIT	GRADING PERMIT	POOL/SPA PERMIT	SIGN PERMIT
Bldg---Demolition	**Grading**	**Swimming-Pool/Spa**	**Sign**
480 - Protection Fence/Barricades	**500** - Excavation	**600** - Pre-Gunite	**700** - Footing/Foundation/Slab
485 - Sewer or Sewer Cap	**505** - Bottom/Toe	**605** - Rough-Mechanical	**705** - Rough
(1 or 2 Family Dwelling Only)	**510** - Rough	**610** - Deck	**710** - Final
490 - Final	**515** - Drainage Devices/Catch Basin	**615** - Enclosure/Fence	
	520 - Irrigation/Landscape	**620** - Final	
	525 - Final		

NON-BUILDING PERMIT INSPECTION CODES

Nonbldg-New	Nonbldg-Addition	Nonbldg-Alter/Repair	Nonbldg-Demolition
800 - Footing/Foundation/Slab	**820** - Footing/Foundation/Slab	**840** - Footing/Foundation/Slab	**860** - Final
805 - Rough	**825** - Rough	**845** - Rough	
810 - Masonry Wall	**830** - Masonry Wall	**850** - Masonry Wall	
815 - Final	**835** - Final	**855** - Final	

ELECTRICAL, PLUMBING, AND HVAC PERMIT INSPECTION CODES

Mech---Electrical	Mech---Plumbing	Mech---HVAC
900 - Underground	**915** - Underground	**935** - Rough-AC/Htng/Vent
905 - Rough or Power Release	**920** - Rough	**940** - Pre-Wrap Duct Insp
910 - Final (**Not** for Public Safety)	**925** - Sewer or Sewer Cap	**945** - Fire Damper Framing
	930 - Final	**950** - Final

Frequently Asked Automated Inspection Request System (AIRS) Questions

Question: "What do I select if the inspection I would like to request doesn't match any of the inspection codes listed for my type of permit?"
Answer: Select the inspection code that most closely matches the type inspection you want to request. When in doubt, select the "Rough..." inspection code or select option 2 at 888-LA4BUILD between 7:00 am and 5:00 pm M-F for Customer Call Center assistance.

Question: "If I make a mistake while entering the phone number, permit number, or the inspection code(s), is there a way to correct the mistake without having to complete the rest of the number digits required?"
Answer: Yes, if you make a mistake while entering any of these three numbers, and you realize the mistake **before** you complete the entry of the required number of digits, simply press the "*" (star) key and you will be asked for the entire number again.

Question: "Can I cancel, reschedule, add, or correct the information on an inspection that I already requested through AIRS?"
Answer: Yes, but you can't do it using the current version of AIRS. Select option 2 at 888-LA4BUILD between 7:00 am and 5:00 pm M-F for Customer Call Center assistance.

Question: "I don't see Fire Sprinkler, Elevator, or Pressure Vessel permit types listed. Can I use AIRS to request inspections for these permits?"
Answer: No, you must contact the inspector directly to request an inspection for Fire Sprinkler, Elevator, or Pressure Vessel permits. If you don't know the inspector's phone number, select option 2 at 888-LA4BUILD between 7:00 am and 5:00 pm M-F for Customer Call Center assistance. This also applies to "Electrical" permits for "Public Safety" since an appointment is required.

Question: "If I realize that I should have chosen option 2 for the Customer Call Center or I would rather talk to an LADBS representative, can I navigate back to the Customer Call Center while I am using AIRS?"
Answer: No, unfortunately this functionality is not currently available within AIRS. However, in a future phase of AIRS, it will be possible.
For now, hang up, call 888-LA4BUILD between 7:00 am and 5:00 pm M-F and select option 2 for the Customer Call Center.

Question: "What is wrong if AIRS indicates that the inspection code(s) I have entered are "..not valid and the system is unable to process your request?"
Answer: You are entering inspection code(s) for the wrong permit type or the inspection code(s) don't apply to your individual permit. Verify the correct permit type for your permit by referring to the upper left hand corner of the title block on your printed permit copy.