



QuikTrac, available 24 hours, is linked to our building permit system and allows callers to:

- ◆ Schedule, Cancel and Reschedule Inspections
- ◆ Check Inspections Results
- ◆ Check Status of Permit Applications and Plans Reviews
- ◆ Get answers to Frequently Asked Questions

QuikTrac works with any touch-tone phone, including cell phones.

Before Calling, You will need:

1. Your Permit, Case or Application Number
2. Inspection codes, if scheduling an inspection (see list of codes on reverse side)

To Begin: DIAL 915-313-6100

Choose from the following options:

- Press 1 for English
- Press 2 for Spanish

THEN Select

- Press 1 to schedule an inspection
- Press 2 to cancel an inspection
- Press 3 to hear inspection results
- Press 4 for permit or plan review status
- Press 5 for C of O Fax (Residential)
- Press 6 for Code Enforcement Complaints
- Press 7 for Directory of Information
- Press 0 to speak to Staff
- Press * for General Information
- Press # to return to the previous menu

To Schedule an Inspection Example BLD05-12345

- A.) Enter the THREE letters of the Permit number
BLD = 253 (See List)
- B.) Enter the SEVEN Numbers of the Permit, then Press #
Example: 0512345 #
- C.) QuikTrac will repeat the number and the address
- D.) Enter Inspection code (See List or Press *)
- E.) Select Inspection Date
 1. Next Working Day From Call Date
 2. Two Working Days From Call Date
 3. Three Working Days From Call Date
 4. Four Working Days From Call Date
 5. Five Working Days From Call Date

F.) Enter Your Phone Number where you can be reached followed by the # key

- G.) Press 2 to continue
Press # to re-enter the Inspection Date
- H.) QuikTrac states Inspection Date and
Press 1 Receive Confirmation Number and Hang Up
Press 2 To schedule another inspection on Same Permit
Press 3 To schedule an inspection on Different Permit
Press 4 To Return to the main Menu
Press 5 to Request for Automatic Notification

To Hear Inspection Results

Example BLD05-12345

- A.) Enter the three letters of the Permit number
BLD = 253
- B.) Enter the Seven Numbers of the Permit, Press #
0512345 #
- C.) QuikTrac will repeat the permit number and the address
- D.) To Hear Results:
Press 1 to Hear a Single Inspection Result
Press 2 for an Fax of the Inspection History
Press 3 for an email of the Inspection History
- E.) To hear other Results
Press 1 Receive Confirmation Number and Hang Up
Press 2 To hear other results on Same Permit
Press 3 To hear an other results on Different Permit
Press 4 To Return to the main Menu
Press 9 To Repeat the Options

To Hear Plan Review Results

Example BLD05-12345

- A.) Enter the three letters of the Permit number
BLD = 253
- B.) Enter the Seven Numbers of the Permit, Press #
0512345 #
- C.) QuikTrac will state permit status
- D.) To Hear Plan Reviews Results
Press 1 to Hear Plan Review Details
Press 2 to Fax Failed Reviews, enter fax number
Press 3 email of the plan review
- E.) To close request session
Press 1 to end Call
Press 2 repeat Plan Review Information
Press 3 Plan Review information for different permit.

Press 4 to return to menu

To Cancel an Inspection Example BLD05-12345

- A.) Enter the three letters of the Permit number
BLD = 253
- B.) Enter the Seven Numbers of the Permit, Press #
0512345 #
- C.) QuikTrac will repeat the permit no. and the address
- D.) Enter Inspection Code Number
- E.) Select
Press 1 to cancel Scheduled Inspection
Press 2 to Reschedule an Inspection
Press 3 to not alter the Schedule Date

For Certificate of Occupancy Fax Copy of a

Previously Issued C of O:

- A.) Enter the three letters of the Permit number
BLD = 253
- B.) Enter the Seven Numbers of the Permit, Press #
0512345 #
- C.) QuikTrac will repeat the permit number and the address and state that a C of O is available by fax
Press 1 for a copy of the C of O
 1. Enter Fax number
 2. Fax Number will be verified
 3. Press 1 to end call
- D.) To Proceed
Press 1 to end call
Press 3 to receive a C of O on a different Permit
Press 4 to return to previous menu
Press 9 to repeat information

For Code Enforcement Case Information:

- A.) Press 1 for existing Complaint
Press 2 for New Code Complaint
- B.) Enter the Seven digit case no. EX: 069999
- C.) States Case Status, Address and Code Enforcement Officer Assigned and Office Number
- D.) To Proceed
Press 1 to end call
Press 2 to repeat Case information

253 = BLD 777 = RSP 353 = ELE
 632 = MEC 756 = PLM 472 = GRA
 746 = SGN 354 = FLI

1-915-313-6100

QuikTrac

INSPECTION CODES

Building Inspections BLD (Commercial)

- 200 Foundation Inspection
- 320 Foundation Partial Inspection
- 325 Partial Structural Inspection
- 350 Landscape Inspection
- 400 Structural Inspection
- 500 In-Progress Inspection
- 520 Sidewalk Driveway Inspection
- 540 Site Grading Inspection
- 901 Temporary Service
- 355 Landscape Final
- 560 Site Grading Final
- 640 Fire Dept Final Inspection
- 720 Sidewalk/Driveway Final Inspection
- 800 Final Building Inspection
- 905 Engineering Final

Grading Inspections GRA

- 200 General Inspection
- 220 Grading Wall
- 224 RW/ Retaining Wall Footings
- 226 RW Retaining Wall
- 240 Approach
- 243 Sidewalk
- 246 Driveway
- 249 Sidewalk/Driveway
- 260 Flume
- 280 Drainage Improvements
- 500 Inspections requiring Ap-
pointment with Other In-
dustries
- 300 Grading Final

253 = BLD
777 = RSP
353 = ELE
632 = MEC
756 = PLM
472 = GRA

Electrical Inspections

ELE



- 100 Temporary Service
- 300 Electrical Rough Inspection
- 303 Electrical Partial Inspection
- 350 Electrical Pool Ground Inspection
- 360 Electrical Slab Inspection
- 370 Electrical Service Change Inspection
- 390 Electrical Underground Inspection
- 440 Electrical Service Release
- 600 Electrical Final Inspection

Mechanical Inspections MEC

- 140 Mechanical Underslab Duct Inspection
- 310 Mechanical Rough Inspection
- 610 Mechanical Final Inspection
- 625 Refrigeration Final

Plumbing Inspections PLM

- 305 Plumbing Underground Inspection
- 320 Plumbing Rough-in Inspection
- 321 Plumbing Partial Inspection
- 330 Plumbing Top out
- 340 Plumbing Sewer
- 345 Sewer Tap to Curb
- 400 Plumbing Gas Inspection
- 410 CHP
- 620 Plumbing Final Inspection
- 640 Landscape Ordinance Irrigation Final

Sign Inspections SGN

- 370 Sign Footing Inspection
- 375 Sign Electrical Release
- 380 Verification Inspection
- 385 Sign Demo Billboard Final
- 280 Sign Final

Use a Touch-
Tone Phone,
24 Hours a Day,
7 Days a Week



Commercial
QuikTrac
24-Hour Scheduling
By Telephone
FOR
PERMIT INSPECTIONS AND
PLAN REVIEW

915-313-6100

Schedule Inspections
Cancel and Reschedule Inspections
Check Inspection Results
Check Permit & Plan Review



24 Hours a Day
Seven Days a week

DEVELOPMENT SERVICES
DEPARTMENT

1-915-313-6100