



# Inspection Requests

## Online or By Phone

Planning and Land Services (PALS) Website

### Online Instructions

<https://palsonline.co.pierce.wa.us/palsonline/#/dashboard>

Login (users must login)



Click on Permit Search

Enter Application/Permit Number

Click on **I want to...**

**I want to...** ▾

Choose **Schedule an Inspection** from the drop down menu.

A pop-up box will allow you to request your **Inspection Date** and **Inspection Type**, and will allow you to leave a comment.

### **eNotification**

Sign up for eNotification and we will notify you when there has been a review, inspection or a change in the application/permit status. You can sign up for this **FREE** service by adding them in your Account or by using the "Add to eNotification" button when you are looking at the details of an application/permit.

Permit Automated Status System (PASS)

### Phone Instructions

(253) 798-4900 or (253) 798-7290 Weekdays from 6:00 AM to 9:00 PM

- Press 1 To **check the status of a permit** application
- Press 2 To **schedule an inspection**
- Press 3 To check the **results of the last inspection**
- Press 4 To **cancel** a scheduled inspection (*this option exits the PASS system*)
- Press 5 To suggest improvements or report problems
- Press 6 To hear the PASS menu again
- Press 0 To reach an attendant

## 1 STATUS OF PERMIT

After pressing 1, you will be asked to enter the application number, followed by the pound (#) sign:

Application Number \_ \_ \_ \_ \_ #

Next, you will be asked if you have entered the correct number.

- Press 1. If correct.
- Press 2. If incorrect.
- Press 3. To return to the PASS menu.

After confirming the application number, you will then be asked if the type of permit is correct.

- Press 1. If correct.
- Press 2. If incorrect.
- Press 3. To return to the PASS menu.

Next, if your application is currently being reviewed, you will be informed which departments are reviewing your application.

- Press 1. To hear this message again.
- Press 2. To hear status of each department and leave a message.
- Press 3. To return to the PASS menu.

### Leaving a Message

When you are given the status of the review you will be given the option to leave a message or to proceed to the next department. If the status of the application is something other than accepted, leave a phone number and a department representative will call you with additional information.

## 2 SCHEDULE AN INSPECTION

After pressing 2, listen to the greeting for any special instructions and/or closures. You will be asked to enter the permit number, followed by the pound (#) sign.

Application Number \_ \_ \_ \_ \_ #

Next, you will be asked if you have entered the correct number.

- Press 1. If correct.
- Press 2. If incorrect.
- Press 3. To return to the PASS menu.

After confirming the application number, you will then be asked if the type of permit is correct.

- Press 1. If correct.
- Press 2. If incorrect.
- Press 3. To return to the PASS menu.

You will then be asked to enter the correct code for the type of inspection desired followed by pressing the pound (#) sign.

**BUILDING PERMITS**

- 11 Footing/Setback
- 12 Foundation
- 13 Under Floor
- 14 Slab (energy or structural)
- 15 Frame (other than single family)
- 16 Energy/Insulation
- 17 Ceiling (Suspended)
- 18 Wallboard (non-residential and if required for residential Fire-Flow)
- 19 Shear-wall (engineered system)
- 20 Roof Nailing (special cases only)
- 21 Water Service (combine w/ another inspection)
- 22 Combined frame for residential (includes bldg, plumb. & mech.)
- 23 Ground Work (SFP only)
- 24 Rough in plumbing (SFP only)
- 25 Gas test (SFP only)
- 30 Final (includes mech. & plumb. On single family and duplex)
- 40 Repeat list

**MOBILE HOME PERMITS**

- 11 Footing Setback
- 12 Foundation
- 13 Mobile Home Set-up
- 14 Water Service
- 15 Underfloor
- 30 Final
- 40 Repeat List

**PLUMBING AND MECHANICAL PERMITS**

- 11 Ground work (DWV, water service, water or ducts.
- 12 Rough In (mechanical or plumbing, includes gas test, ducts and vents)
- 13 Gas Test only
- 15 Venting system (Type I hoods & other exhaust or product conveying systems)
- 30 Final
- 40 Repeat List

**SIGN PERMITS**

- 11 Footing Setback
- 30 Final

**SITE DEVELOPMENT**

- 11 Pre-Construction Meeting
- 12 Installation of Erosion Control
- 13 Installation of Drywell
- 14 Completion of Clearing
- 15 Completion of Earthwork
- 16 Work in the Right of Way
- 17 Other Miscellaneous Inspection
- 18 Bond Release
- 30 Final or Completion of Project

If you call before 11:00 AM, the building inspection will be scheduled for the next business day. If you call after 11:00 AM, the inspection will be scheduled for the second business day from the day called.

**Building Division inspections not made the day they are scheduled are carried forward as a priority for the next business day.**

Your request for Site Development inspections will be forwarded to the appropriate inspector. Residential Site Development inspections are normally completed within three (3) working days. All other Site Development inspections are completed in order received.

### **Confirmation**

You will hear confirmation of the day your inspection is scheduled. If you need a specific time, explain that in the Special Instructions, or call your inspector before 7:30 AM the day of your inspection.

### **Special Instructions**

After the first inspection has been scheduled you will be prompted for an opportunity to leave special instruction for the inspector, such as a specific time you will be available.

### **Possible Error Messages**

- \* This application is not issued, is suspended, or expired.”
- \* You have attempted to schedule an inspection for a permit type that is not allowed through this process.”

### **Cancellation**

To cancel a scheduled inspection, call your inspector directly or call 798-3152, choose Option 2, before 8:00 AM.

## **3 STATUS OF INSPECTION**

You will be asked to enter the permit number, followed by pressing the pound (#) sign.

Permit Number \_ \_ \_ \_ \_ # Next, you will be asked if you have entered the correct number.

- Press 1. If correct.
- Press 2. If incorrect.
- Press 3. To return to the PASS menu.

After confirming the application number, you will then be asked if the type of permit is correct.

- Press 1. If correct.
- Press 2. If incorrect.
- Press 3. To return to the PASS menu.

You will hear a message giving the status of the last inspection such as:

- Approved,
- Incomplete,
- Comments made,
- Cancelled,
- Your permit has been removed from suspension,
- Your permit has been reactivated.

- Press 1. To hear this message again.
- Press 2. To request the status of another permit.
- Press 3 To return to the PASS menu.

