

## SYSTEM GUIDELINES

### Before scheduling an inspection have the following items available

- A touchtone phone or a computer with internet access
- Your permit number (s)
- Inspection codes or a copy of your issued permit
- A way to note your confirmation number

### To Start using the Inspection Scheduling System by phone call (360) 778-8303

Press [1] To Schedule an inspection  
Press [2] To Reschedule or cancel  
Press [3] To Hear inspection results  
Press [\*] System Information  
Press [#] To Return to previous menu

Inspection cancellations for today must be cancelled before 7:00 am on the Inspection Scheduling System either by phone or by web. Cancellations made after 7:00 am for an inspection on today's schedule are cancelled by calling the Fire Department at (360)778-8420. Users will be directed to the Inspection Scheduling System to request a new inspection.

Confirmation numbers generated by the system will confirm your inspection request. Fire Inspectors will call the customer by 9am the morning of the inspection to confirm time.

Visit <http://www.cob.org/inspections> for more information on updates, downloading this User Guide or general information. Email issues or comments to [Fire@cob.org](mailto:Fire@cob.org). The Inspection Scheduling System will be unavailable everyday from 11:45p to 2:45a for routine maintenance.

In the event of a City declared snow day, disaster, or other such events, inspections for the current day will be cancelled. Inspections cancelled by the City require users to call the system to request another (new) inspection.

## SCHEDULE AN INSPECTION

BY PHONE

(360) 778-8303

**Step 1:** Call the Inspection Line  
Press [1] To Schedule

**Step 2:** Enter the Permit Type  
Press [9] FIRE (All Fire Inspections)

**Step 3:** Enter the Specific Permit Type  
Press [7] FCP (Fire Construction Permit)

**Step 4:** Enter the Permit Number then a # sign

**Step 5:** Enter your 3 digit inspection code

**Step 6:** Enter your inspection date preference

*EXAMPLE:*

*If your permit number is FCP2011-00001 then enter 201100001#. The system will verify permit number, street name, and address number*

Press [1] The first available inspection date  
Press [2] The next available inspection date  
Press [3] Subsequent next inspection date

**Step 7:** Enter your time preference  
Press [1] No time preference  
Press [2] AM preference  
Press [3] PM preference

**Step 8:** Leave Message for Inspector *Time preference is not guaranteed*  
Press [1] Leave message (phone number suggested)  
Press [2] Leave no message

**Step 9:** Enter Ending Options  
Press [1] Hear confirmation number & hang up  
Press [2] Schedule another inspection for this permit  
Press [3] Schedule an inspector for a different permit  
Press [4] To return to the Main Menu

## SCHEDULE AN INSPECTION

BY WEB

**Step 1:** Navigate to (<http://www.cob.org/inspections>)

**Step 2:** Enter your Permit Number [click submit]

**Step 3:** Click on Schedule Inspection Link

**Step 4:** Enter or Select

- Type of inspection
- Date of the inspection request
- Time preference (AM/PM/None)
- A call back phone (suggested)
- Notes to the inspector (optional)

## RESCHEDULE OR CANCEL

BY PHONE

**Step 1:** Call the Inspection Line  
Press [2] To Reschedule

**Step 2:** Enter the Permit Type  
Press [9] FIRE (All Fire Inspections)

**Step 3:** Enter the Specific Permit Type  
Press [7] FCP (Fire Construction Permit)

**Step 4:** Enter the Permit Number then a # sign

**Step 5:** Enter your 3 digit inspection code

*You may either cancel the inspection or reschedule*

## RESCHEDULE OR CANCEL

BY WEB

**Step 1:** Navigate to (<http://www.cob.org/inspections>)

**Step 2:** Click on Permit Status & Inspections link

**Step 3:** Enter your Permit Number [click submit]

**Step 4:** Click on Re-schedule Inspection Link

**Step 5:** Enter or Select

- Type of Inspection
- Date of the Inspection Request
- Time Preference (AM/PM/None)
- Your telephone number (suggested)
- Notes to the Inspector (optional)

## INSPECTION CODES

(New Fire Permits after 2009)

### FCP Fire Construction Permit

- 405 ACCEPTANCE TEST
- 410 UNDERGROUND HYDRO (LEGACY)
- 420 UNDERGROUND FLUSH (LEGACY)
- 425 ABOVE GROUND HYDRO (LEGACY)
- 430 UNDERGROUND COVER (LEGACY)
- 450 HYDROSTATIC TEST
- 460 AIR TEST
- 470 INSTALLATION
- 480 TENTING
- 490 DRY TRIP TEST
- 500 OPERATIONAL TEST
- 510 FLOW TEST
- 520 ENCLOSURE INTEGRITY
- 900 FINAL

## INSPECTION CODES

Please review your Issued Fire permit for your specific inspections and codes.

Inspection codes are specific to each permit as such some permits may not have every inspection included.

## User Guide

For

### Inspection Scheduling System

**Schedule by Phone**

**360-778-8303**

**(24 hrs a day)**

**Or**

**Schedule by Web**

**<http://www.cob.org/inspections>**



City of Bellingham

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December 1st , 2011