



AUTOMATED INSPECTION REQUEST SYSTEM (AIRS)

954 630 4351

Oakland Park's Automated Inspection Request System (AIRS) enables inspections to be scheduled and inspection results entered via a touch-tone phone. Permittees can also check the status of their permit applications and obtain inspection results over the phone. The voice prompts on the AIRS system guides the user through the menus but experienced users need not wait for the recordings to be complete. As soon as a prompt begins a user can enter the appropriate numbers and move on to the next step. ***Initially, please listen to all the messages completely to become familiar with the prompts and capabilities of the system.***

USING AIRS:

A: Dial the Automated Inspection Request System (AIRS) @ **954 630 4351**.

B: Wait for the MAIN OPTION instructions following the WELCOME message.

C: Follow the instructions.

KEY TERMS:

CONFIRMATION NUMBER: *The last three (3) digits of the permit number.*

INSPECTION CODE NUMBER: *This is the three (3) digit number that identifies the inspection type.*

PERMIT NUMBER: *The ten (10) digit number at the upper left corner of the permit. Our permit uses the four (4) digit year followed by the two (2) digit month followed by the four digit number that specifies the order in which the application was entered in CD-Plus.*

MISTAKES TO AVOID:

- Use the right **PERMIT NUMBER**. Inspections on sub-permits cannot be called in under the master permit number. For example, an Electrical inspection cannot be requested under the Master building permit number.
- Remember to press the star (*) key after entering the permit number.
- Remember to enter the **CONFIRMATION NUMBER** at the prompt after entering the **PERMIT NUMBER**.
- Enter the correct three digit **INSPECTION CODE NUMBER**. This can be found in the **Inspection Job Card** which is part of the permit.

NOTE: All of these functions and more are available online at http://www.oaklandparkfl.org/cityservices/egovernment/permit_access.cfm