# AUTOMATED INSPECTION REQUEST SYSTEM

**AUTOMATED INSPECTION REQUEST SYSTEM (AIRS) SEQUENCE CHART**

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
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**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 your 15 digit PCIS permit number | 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) | 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. |
| ![Code-Enter Icon] | ![Code-Enter Icon] | ![Code-Enter Icon] | ![Code-Enter Icon] | ![Code-Enter Icon] |

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.

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.

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LADBS AIRS INSTRUCTIONS REVISED 5/20/2003
**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 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.

**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:** 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, 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:** “I don't see Fire Sprinkler, Elevator, or Pressure Vessel permit types listed. Can I use AIRS to request inspections for these permits?”

**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:** “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.

**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.