

Welcome!

In an effort to streamline our operations and improve customer service, the City of Santa Fe's Land Use Department has implemented an Interactive Voice Response (IVR) system.

We encourage you to use the IVR system to fulfill many of your needs. You can use the Voice Inspections and Permits System (VIPS) 24 hours a day, 7 days a week, 365 days a year to do many things:

- Schedule an Inspection
- Reschedule an Inspection
- Cancel an Inspection
- Check Inspection Status
- Learn Plan Review Status



www.selectrontechnologies.com

City of Santa Fe
Land Use Department
200 Lincoln Ave.
P.O. Box 909
Santa Fe, NM 87504-0909



*Schedule, Reschedule, or
Cancel an Inspection...
Just a Phone Call Away!*

VOICE INSPECTIONS & PERMITS SYSTEM (VIPS)

QUICK REFERENCE GUIDE



CITY OF SANTA FE
505-955-6110

How It Works

To use the Voice Inspections and Permits System, simply dial:

505-955-6110

and follow the simple instructions. It's available 24 hours a day, 7 days a week!



What You'll Need

- A touch-tone telephone

For Inspections

- A site-specific Permit Phone Access Code
- An Inspection Code (reference the list on your permit or see the panel to your far right for a complete list)

For Permits

- A Permit Application Number (to check on plan review status)

You will be prompted through the entire process. Press [*] at any time for more information on how to use the system. To return to the previous menu at any time, press the [#] key.

When you call the Voice Inspections and Permits System, select English or Spanish and you will hear the main menu choices:

- Press [1] Schedule an Inspection
- Press [2] Cancel/Reschedule an Inspection
- Press [3] Obtain Inspection Results
- Press [4] Hear Plan Review Status
- Press [5] Hear Driving Directions and Staff Phone Extensions
- Press [0] Transfer to Staff during Business Hours
- Press [*] Additional Information

Tips

- You may perform multiple transactions during each call
- You may schedule an inspection for the following day if you call in by 3:00 pm (based on availability)
- You can leave a voice message for the inspector
- You can cancel a same-day inspection if you call by 8:00 am
- You may request a fax of your inspection history or plan review status
- At the end of the call you will be issued a confirmation number. We recommend that you keep a record of all of your confirmation numbers

101 Footing	402 Electrical, Rough
102 Bond Beam	403 Electrical, Pre-Final
103 Foundation	406 Electrical, Under Slab
104 Slab	408 Electrical, Temporary Pole Underground
105 Slab, Monolithic	409 Electrical, Service Change Underground
106 Frame	410 Electrical, Service Change Overhead
107 Lath And Insulation	411 Electrical, Low Volt Rough
108 Exterior Sheathing/Roof Deck	412 Electrical, Grounding Electrode Rebar
109 Insulation	413 Electrical, Underground
110 Slab, On Grade	414 Electrical, Pool Grounding
199 Building, Final	415 Electrical, Ceiling Rough
200 Radiant Heat, Rough	416 Electrical, Walls Only
201 Mechanical, Rough	417 Electrical, Roof Rough
202 Temporary Heat For Gas	418 Electrical, Electrode: Ground Ring
203 Temporary Heat For Heating	419 Electrical, Low Volt Final
205 Radiant Heat, Final	420 Electrical, Solar Rough
207 Mechanical, Connection	421 Electrical, Solar Pre-Final
208 Mechanical, Boiler Replacement	422 Electrical, Solar Final
299 Mechanical, Final	423 Electrical, Special Inspection
301 Plumbing, DWV Rough	425 Electrical, Temporary Pole Overhead
302 Plumbing, Top Out	426 Electrical, Meter Pedestal Underground
304 Plumbing, Gas Rough	499 Electrical, Final
306 Plumbing, Gas Final	501 Grading & Drainage, Interim
307 Plumbing, Irrigation	502 ADA Site Inspection
308 Yard Line, Gas	503 Grading & Drainage, Erosion Control
309 Yard Line, Water	504 Landscape
313 Plumbing, Appliance Final	599 Grading & Drainage, Final
315 Plumbing, Top Out Roof/Drains	601 Historic, Interim
320 Sewer, Sewer Connection	699 Historic, Final
321 Sewer, Lateral	701 Escarpment, Interim
322 Sewer, Private Septic System	799 Escarpment, Final
323 Sewer, Gray Water Systems	
324 Sewer, Rain Water Systems	
399 Plumbing, DWV and Water, Final	
401 Electrical, Partial Rough	

It's That Simple!