

GENERAL INSTRUCTIONS

- You must use a touch-tone phone.
- Complete, step-by-step instructions are included in the Voice Response System.
- All entries are repeated by the Voice Response System. If you do not wish to listen to the response, proceed to the next step and enter the appropriate request.
- Inspections for the following day must be scheduled before 8:00 PM and canceled before 10:00 PM.
- For partial inspections or Special Instructions, please press * to talk to an employee during regular business hours, M-F 7:30 AM to 5:00 PM.

BUILDING DIVISION
CITY OF PEMBROKE PINES
10100 PINES BOULEVARD
PEMBROKE PINES, FLORIDA 33026

The City of Pembroke Pines
Invites You To Use Its

Voice Response System

Use the Voice Response System
to Schedule, Cancel or Inquire About
Inspections.

This Pamphlet Is For:

MECHANICAL
CONTRACTORS



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Building Division
City of Pembroke Pines, Florida
(954) 435-6502

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MECHANICAL CONTRACTORS

CONTRACTOR CODE NO. _____

Inspection Code Description: _____ Inspection Code Number: _____

Condensing Unit.....318
[Set Up / Tie Down]

Demolition Completed.....316

Damper Framing.....324

Enclosure - Refrigeration.....323

Final 311

Fire Final.....313

Hood - Fire Suppression.....312

Rough.....314

Smoke Detector Test..... 317

Underground.....315

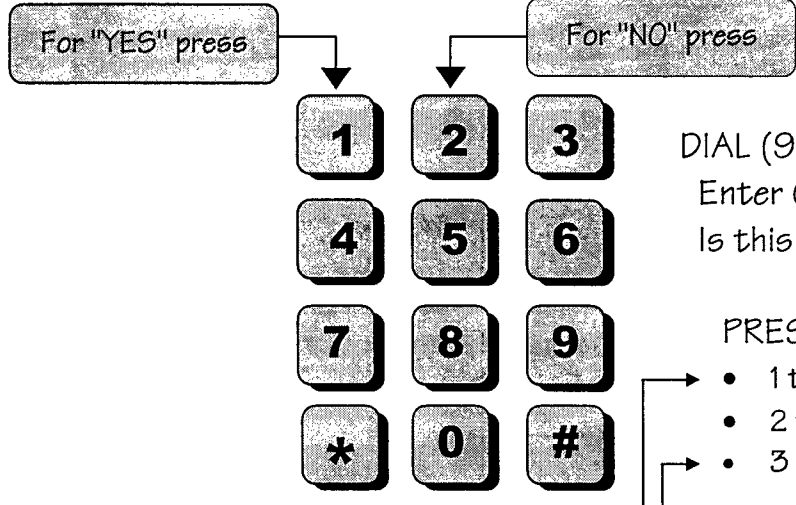
Underground - Condensate.....319

Underground - Refrigeration ... 320

Underground - Sleeve.....321

Ventilation Duct.....322

To Access The Voice Response System Dial:(954) 436-3245



DIAL (954) 436-3245, THEN...
Enter Contractor Code Number
Is this correct? 1 = YES, 2 = NO

PRESS KEY

- 1 to Schedule
- 2 to Cancel
- 3 for Inquiry

To Schedule an Inspection

Enter Permit Number
Is this correct? 1 or 2
Enter Inspection Code No.
Is this correct? 1 or 2
Response: "Confirmation number is xxxxxxxx"

- Press 1 to schedule another for same permit
- Press 2 for different permit
- Press 3 for Menu

For an Inquiry

- Press 3 from Menu then follow "Canceling an Inspection" instructions.

To Cancel an Inspection

Enter Confirmation No.
Is this correct? 1(YES) or 2(NO)
Response: "Inspection has been canceled"

- Press 1 to cancel another
- Press 3 for menu

OR

Press pound key (#)
Enter permit number
Is this correct? 1 or 2
Enter Inspection Code No.
Is this correct? 1 or 2
Response: "Inspection has been canceled"

- Press 1 to cancel another for same permit
- Press 2 for different permit
- Press 3 for Menu