



### Shortcut Card for Mechanical Inspection Requests

**Please have your 7 Digit Permit Number ready.**  
(If on a rotary phone stay on line for an attendant)

**Call 336-373-2400 (APRIL)**

#### Mechanical Inspection Codes

- 300** – Mechanical Rough
- 305** – Mechanical Ductwork
- 310** – Mechanical Exhaust Hood
- 320** – Mechanical Gas Appliance
- 325** – Mechanical Gas Log or Fireplace
- 330** – Mechanical Gas Test
- 340** – Mechanical Walk-in Cooler
- 395** – Mechanical Final Partial
- 399** – Mechanical Final Regular

**INSPECTION REQUESTS MUST BE MADE BY 8 PM THE PREVIOUS BUSINESS DAY OF THE INSPECTION REQUEST DATE.**

**APRIL**  
(Automated Permit, Plan Review, and Inspections)

**MAIN MENU SELECTIONS**  
(If on a rotary phone stay on line for an attendant)

**Call 336-373-2400 (APRIL)**

Press 1 – To request an inspection

- Contactor – Enter Pin Number, #
- Homeowner – Enter 1, #
  - Enter Permit Number
  - Enter Inspection Code
  - Enter Inspection Date
  - Optional Leave Message

Press 2 – To Cancel or Reschedule Inspection

Press 3 – To Obtain Inspection Results

Press 4 – To Check Plan Review Status

Press \* – General Information About APRIL

Press 0 – To Transfer To Department Staff\*

Press # (or hang up) to terminate your call at any Point

\*Available during normal business hours, Monday through Friday, 8 AM to 5 PM.

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