Remote Video Inspection (RVI) Guidelines

Remote Video Inspection Guidelines
This guide will allow for the provision of temporary remote building inspection services during the COVID-19 emergency.

What type of projects are eligible for Remote Video Inspection?
☐Small Interior Remodel Projects
☐Rooftop Solar (photovoltaic) -if interior access is needed
☐Water Heaters
☐AC/Furnace
☐Residential Addition/ Alterations
☐Basement finish

This service will be performed as typical field inspections as required by the Building Official.
Note: Based on the size and/or complexity of the project it may not be possible to complete the inspection via Remote Video Inspection.

What types of inspections are available?
400   Virtual Final Building Inspection
410   Virtual Final Electrical Inspection
415   Virtual Underground electrical
420   Virtual Underground plumbing
425   Virtual Exterior sheathing
430   Virtual Rough Framing, Mechanical, Plumbing, Gas Pipe
435   Virtual Rough Electrical
460   Virtual Insulation
465   Virtual Drywall

What do I need to complete a Remote Video Inspection?
☐Smartphone or tablet
☐Internet connectivity
If your inspection location does not have internet connectivity, please ensure that your phone or tablet can maintain a WIFI or 4G/LTE connection.
☐Zoom Video Conferencing zoom
Some devices already have the necessary video call app installed. If you do not have the app, you can download Zoom through the App store (apple devices) or Google Play (android).

How to Schedule and Complete a Remote Video Inspection

Step 1: Log into you E-permit Center account http:\epermits.adcogov.org
- Complete the required contact update information on your record

See instructions on How to update your contact information at http://epermits.adcogov.org/codes-and-information

Step 2: Schedule the Remote Video Inspection through the E-Permit Center and your account.

☐Log into your account on the E-permit Center
- Schedule the appropriate virtual inspections needed

** The inspection will be scheduled for the next available inspection date. Estimated Time of inspection will be available by 9:00am <u>the day prior</u> to the inspection. Log into your E-permit Center account to view the ETA for the inspection.

Step 3: Prepare for Remote Video Inspection (prior to the inspection)

Please ensure you have the following items to aide in the inspection.

Inspection Tools Checklist:
☐Flashlight
☐Tape measure
☐Level
☐Step ladder
☐(Electrical Inspections) GFCI Plug Tester
☐Approved plan
☐Permit card
☐Be prepared to provide license for plumbing and or electrical work
☐Prepare your device (tablet or smartphone)
  Make sure your device is fully charged
  Clean your device lens and screens for maximum video clarity
  Make sure that **GPS / Location Services** (on your smartphone or tablet) are turned on

Step 4: Day of inspection
Prepare to receive Remote Video Inspection call

☐Make sure that you have a stable Internet connection with WIFI or 4G/LTE.
☐Turn off phone or tablet notifications prior to receiving the video call
☐Make sure you have good lighting
☐Clear the area of unnecessary objects
☐Be ready to accept the call at the schedule time and respond to instructions from inspection
☐Allow plenty of time as we do not know site specifics. Inspections vary widely in time taken.
☐Please keep background noise to a minimum

Step 5: Start the Inspection

The Inspector will contact you by the phone number listed to confirm you are ready to receive the Zoom meeting invitation via the email provided.
☐Listen carefully to the inspector's guidance as to where to walk and point the camera. *(The inspector will set the pace as needed)*
☐You will be asked to verify the address, permit number, and requested inspections.

☐Begin inspection at the street view looking at the structure with the address showing
   (The inspector may request verification through GPS\Location Services)
☐Follow the directions of the inspector
☐Walk inspection counter- clockwise direction
☐Walk inspection from bottom to top (if multiple floors) and right to left
☐Make note of any items that need to be corrected. The inspector will discuss each item, so the necessary corrections are understood.
Do not write any comments on the permit card.
☐The inspector will tell you in the video call if the inspection has passed or failed
☐Do not cover any work needing corrections until corrections are verified by inspection.

Step 5: Inspection results

1. At the completion of the Remote Video Inspection, the inspector will update our permit database.
2. An e-mail will be sent to the contact person listed on the permit application with results of the
inspection, and the results will be available on the portal.
3. Scheduling re-inspections or the next inspection needed is based on availability of time slots.

Please note:

All features of the home that are applicable to the required inspection must be visible at the time of the remote inspection. The features must be captured sufficiently for the inspector to evaluate. If at any point the inspector believes that the remote inspection process is not allowing them to properly assess compliance, they may require that a building site inspection be conducted at a future date.