Department of Building Safety
Building Codes
Floodplain Development
Zoning Code

VIRTUAL INSPECTION PROGRAM

Scheduling Virtual Inspection

1. Ensure there is an active permit issued prior to attempting to schedule an inspection for the project in question.
2. By signing the application for permit approval the permit holder of record or representative:
    - 2.1. Consents to the use of the remote inspections.
    - 2.2. Is responsible for their own safety during the remote inspection.
    - 2.3. Allows the complete use of the videos and photos of the remote inspection by the Department of Building Safety.
    - 2.4. Certifies they are making available the site and inspection items truthfully and to the best of their ability.
    - 2.5. Is responsible for compliance with all codes and standards applicable to the project.
    - 2.6. Acknowledges that participation in the remote inspection program is voluntary.
    - 2.7. Acknowledges that the decision to perform a virtual inspection is at the sole discretion of the Department of Building Safety.
3. Prior to scheduling the inspection, confirm that the minimum criteria for a remote inspection are met. See the qualifying inspection handout (attached) for examples of qualified inspections.
    - 3.1. Note that some types of inspections may be too complex or otherwise not compatible for remote inspections.
4. Call or email to schedule an appointment.
5. Must be at least 18 years old or with an adult to perform the video inspection.
6. When scheduling the inspection, provide the Permit Number, Address, Type of inspection, Time Requested (occupied homes, pressure tests, & footers **ONLY**), Contact Person and Contact Number.

Prepare for Remote Virtual Inspection

1. Prior to the inspection, ensure that:
    - 1.1. You have the ability to utilize Facetime, Duo or Zoom as the video call platform.
    - 1.2. The device (smartphone, tablet, drone, etc.) is fully charged and has a suitably charged additional power supply (battery pack).

1.3. The use of a noise-canceling headset is recommended.
1.4. The jobsite has high-speed Wi-Fi connectivity or minimum 4G cellular service with a strong signal.
1.5. The necessary tools based on type of inspection are readily available.
1.5.1. For example, carry a flashlight, tape measure, level, step ladder (for close ups of ceiling), GFCI tester, etc. An extending pole for the video device, such as selfie pole, may be very helpful in taking the smartphone or other video device closer to the point of inspection in various places such as very high ceilings.

2. Have approved plans, permit card, and other necessary construction documents available onsite.
3. Make sure good lighting is available and the area is clear of any unnecessary objects.
4. All features applicable to the required inspection must be visible at the time of the remote inspection. These features must be captured sufficiently and clearly for the inspector to evaluate.
5. 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 site inspection be conducted at a future date or instruct the customer to make different arrangements.
5.1. In areas within the jobsite where there is no Wi-Fi or cell service, at the sole discretion of the inspector, the contractor may be allowed to provide video and/or photographic documentation of the item(s) to be inspected for review by the authorized inspector at a later time.
6. The onsite inspection may be conducted by an approved third-party inspection agency or by the Department of Building Safety's inspection staff.
6.1. The third- party inspection agency must be approved by the Delaware County Department of Building Safety.

Prepare to Receive Virtual Inspection Call

1. Ensure that the lens and screen of any device being used to capture images or video has been cleaned. Dust, grit, smudges, etc., might interfere with the image quality and distorting the inspector's view.
2. To minimize interruptions during the virtual inspection and to ensure that the video feed will be uninterrupted, make sure that all notifications are turned off in the Settings of the mobile device used for the virtual inspection. Should the video be interrupted, the inspection could be delayed or have to be rescheduled.
3. Be prepared to answer the inspector's call at any time during the scheduled timeframe. Be cooperative and closely follow the inspector's instructions.
4. As each site and inspection is different, allot the proper amount of time for the type of inspection and accessibility of the site.
5. Carefully follow the inspector's instructions for where to direct the device and for covering the site. Do not rush the inspector but allow him or her adequate time to conduct the virtual inspection to his or her satisfaction.
6. As much as possible, minimize background noise as that can interfere with communication with the inspector.

What to Expect During the Inspection

1. Begin inspection at the street view looking at the structure with the address or other required jobsite identification in the video display.
1.1. Inspector may also verify location through GPS/Geotagging where the service is available.
2. Follow the directions of the inspector with respect to the order and direction of inspection.
3. As the inspection progresses, write down any items that the inspector finds that need to be corrected. Be sure the notes are detailed and ask questions of or seek clarification from the inspector at the time of the virtual inspection.
4. The inspector will have you sign the building card, notating virtual inspection (VI).
5. In most cases, the inspector will relay the results of the inspection before the end of the Virtual inspection.
6. Do not cover any work needing corrections until corrections are verified by reinspection. Reinspection fees may apply
7. Note: At a minimum, there must be an adult of the required legal age on site who will represent the owner/representative during the entire duration of the virtual inspection.
8. The owner/representative must be able to verbally communicate with the remote inspector at all times during the inspection.

Inspection Results

1. Results of the inspection will be entered into the permit database as soon as practicable after the virtual inspection is completed.
2. Following the inspection:
    2.1. Inspection comments will be sent via email, indicating passing or failing with the list of corrections when applicable.
    2.2. The inspector will determine whether additional fee(s) for reinspection is required.
    2.3. The inspector will have you sign the building card (if approved), notating virtual inspection (VI).
3. Scheduling a reinspection or the next inspection needed: call or email to schedule an appointment.
4. The authorized inspector may provide an option for the owner/representative to submit electronic documentation that a deficiency or deficiencies have been corrected.
5. It is incumbent on the owner/representative to provide the address and permit number on all submitted correspondence or communications.

Maintaining Records of Inspections

Required inspection records, including, but not limited to, correction notices, electronic media, recordings or photo documentation, shall be maintained in accordance with the Department of Building Safety & the Board of Building Standards policy, laws, regulations, and applicable codes, and may be subject to disclosure.

Qualifying Inspections for Virtual Inspection

***All inspections listed may be completed virtually at the inspector's discretion**

- Electric Trench
- Electric Service Upgrade
- Electric Rough
  - Additions
  - Alterations
    - Remodels
    - Basement Finishes
  - Accessory Structures
- Electric Final
  - Additions
  - Alterations
    - Remodels
    - Basement Finishes
  - Accessory Structures
  - Generators
- Interior Feeder Supplying Detached Structures
- HVAC Rough
  - Additions
  - Alterations
    - Remodels
    - Basement Finishes
  - Accessory Structures
- HVAC Final
  - Additions
  - Alterations
    - Remodels
    - Basement Finishes
  - Accessory Structures
- Equipment Change-outs
  - Water Heater
  - Furnace
  - AC Unit
- Floor Heat

- Interior Equipment
    - Swimming Pools

- Framing
    - Additions
    - Alterations
        - Remodels
        - Basement Finishes
    - Accessory Structures

- Insulation
    - Additions
    - Alterations
        - Remodels
        - Basement Finishes
    - Accessory Structures

- Post, Beam & Joist Connections
    - Deck
- Re-inspections may be completed virtually at the inspector's discretion.