Inspections that can be performed virtually

Curb & Sidewalk Pre Pour

Items Required
- Smart phone or tablet with Skype
- Tape Measure or Ruler
- Shovel or Rake

Procedure
- Work should be completely excavated to the proper depth and the sub-base and reinforcement in place.
- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code an virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- Video must sweep along entire curb and sidewalk to confirm that any areas marked as a violation have been excavated.
- The inspector will direct the applicant to spot check sub-base and form depth
- If the inspector approves the excavation, the concrete may be poured.
- If there are items that need to be addressed, the applicant must schedule a time for a physical or virtual inspection with their inspector.
- The applicant must also schedule a final inspection once the concrete is cured

Curb & Sidewalk Final

Items Required
- Smart phone or tablet with Skype
- Tape Measure or Ruler

Procedure
- Work should be completely cured, over excavations restored, barriers and forms removed and the site free from debris and loose dirt.
- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code an virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- Video must sweep along entire curb and sidewalk to confirm that any areas marked as a violation have been repaired
- The inspector will direct the applicant to spot check areas with close ups to confirm there are no tripping hazards.
- If there are items that need to be addressed, the applicant must schedule a time for a physical or virtual inspection with their inspector.
Solar Installs

Items Required

- Smart phone or tablet with Skype
- Tape Measure
- Flashlight

Procedures

- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant must take video of the array locations to confirm plan view locations and spacing of anchors for panels or racks.
- If reinforcement was required for the existing roof framing, the applicant must provide well lit video of the modifications confirming lumber sizing, spacing, and attachments.
- The applicant must provide video of all required safety signage and underwriter’s rough and final approvals. (Written documentation provided prior to or after the inspection from the underwriter is also acceptable.)

Water Heaters

Items Required

- Smart phone or tablet with Skype
- Tape Measure
- Dish detergent and water or leak detection solution
- Digital thermometer
- A level
- Flashlight

Procedures

- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant must take video of the incoming water service to determine whether it is an open or closed loop system. If it is a closed loop system, the applicant must document the presence of a thermal expansion tank and it’s adequate support.
- The applicant must take well-lit video showing the installation is level, the water supply lines are properly connected, a shut off valve is provided, and the relief valve is piped to the floor.
- If the water heater is supplied by natural gas, then the applicant must provide video of the supply and vent piping and apply the detergent or solution to supply connections to check for
leaks. The applicant must also confirm there is a shut off valve, and test the CO detector. (The CO detector test can wait until the end of the inspection as the proper location is outside the bedroom area.)
- If the water heater is electric, confirm underwriter’s approval for new connection or cover plate in place for reconnection.
- The applicant must open the hot water valve for the nearest fixture, take another video of the supply lines and record the temperature at the fixture location.
- The exposed hot water supply line should be provided with tubular insulation to complete the inspection.

**Gas Heater Replacement**

**Items Required**
- Smart phone or tablet with Skype
- Tape Measure
- Dish detergent and water or leak detection solution
- Flashlight

**Procedures**
- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant should begin the interior inspection at the required programmable thermostat and set it 2 degrees higher than the static temperature.
- The applicant must provide video of the supply and vent piping and apply the detergent or solution to supply connections to check for leaks. The applicant must also confirm there is a shut off valve and test the CO detector. (The CO detector test can wait until the end of the inspection as the proper location is outside the bedroom area.)
- The applicant must provide video of supply and return trunks demonstrating proper connections and seals.
- If the unit is a high efficiency condensing heater, then the presence of a condensate pump, piping and acceptable discharge location must be confirmed.
- The applicant should confirm the presence of a reasonably clean and properly sized filter for the air handler.
- The inspection should conclude at the thermostat to confirm the device is calling for heat and the unit is providing it.

**A/C Condensor**

**Items Required**
- Smart phone or tablet with Skype
- Tape Measure
- Level
Flashlight

Procedures

- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant should begin the interior inspection at the required programmable thermostat and set it 2 degrees lower than the static temperature.
- The applicant must provide video of supply and return trunks demonstrating proper connections and seals.
- The presence of a condensate pump, piping and acceptable discharge location must be confirmed.
- The applicant must then video the exterior to confirm the unit is set level and 3” above grade on a sturdy surface, a disconnect and service receptacle are within minimum distances, and the line set penetration is properly sealed.
- The inspection should conclude at the thermostat to confirm the device is calling for cooling and the unit is providing it.

Ductwork

Items Required

- Smart phone or tablet with Skype
- Tape Measure
- Level
- Ladder
- Flashlight

Procedures

- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant must provide video of all supply and return trunks demonstrating proper connections and seals, supports, and workmanlike installation.
- The applicant must provide video of vertical penetration to show adequate fire blocks or penetration seals.
- Any ducts run through unconditioned spaces must have adequate insulation provided.
- The applicant must provide video of duct termination locations to ensure they are in an approved location that does not have an adverse effect.
- The applicant must provide video of all areas where finish materials have been removed, so that any framing deficiencies, open splices or other hazards can be noted. Insulation may also be required to be added to some areas.

**Exterior Siding/Stucco**

**Items Required**
- Smart phone or tablet with Skype
- Tape Measure

**Procedures**
- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- First Inspection
  - The applicant must provide video of the surface the exterior finish will be installed on to demonstrate the surface is free from major defects and deterioration and existing flashing of openings is present.
- Second Inspection
  - If the sub-surface requires an exterior weather resistive barrier and or mesh support it must be installed and any missing or damaged required flashing repaired at this point. The applicant must take video of the entire prepared surface and will be asked to pull back on portions to confirm adequate overlap of joints.
- Final Inspection
  - The applicant must take a video of the entire finish surface confirming complete tight coverage, any proper clearances from grade, and any required drainage or weep holes.

**Sheds Less 200 Square Feet or Less**

**Items Required**
- Smart phone or tablet with Skype
- Tape Measure

**Procedures**
- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant must provide a video indicating the shed is in the proposed location, at least 5’ from the main structure and not creating any obvious hazard or nuisance.
Sheds Greater Than 200 Square Feet

Items Required
- Smart phone or tablet with Skype
- Tape Measure

Procedures
- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
  - First inspection
    - The applicant must provide video of the foundation or anchorage system where the shed will be placed and attached.
  - Final Inspection
    - The applicant must provide a video indicating the shed is in the proposed location, at least 5’ from the property lines, or fire resistance rated, and not creating any obvious hazard or nuisance.

Above Ground Pools

Items Required
- Smart phone or tablet with Skype
- Tape Measure

Procedures
- Call must be continuous
- Video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- The applicant must provide a video indicating the pool is in the proposed location, at least 5’ from the property lines and 10’ from any aerial power lines.
- The applicant must provide a video demonstrating protection against accidental drowning is provided. For clarification please be prepared to provide evidence of the following:
  - The barrier must extend from a maximum of 2” above grade to a minimum of 48” above grade
  - Openings in the barrier may not allow the passage of a 4” sphere.
  - The barrier may not be designed in any way that facilitates climbing.
  - A self-closing and latching gate that swings outward away from the pool must be provided.
  - If any door(s) from the house provide direct access to the pool, then a UL 2017 listed pool alarm(s) will be required for this door(s).
Above ground pools 48” or greater in height are allowed to be protected by providing

- A barrier meeting the above requirements may be provide around the ladder or steps.
- Above ground pools 48” or greater in height may also be protected by providing a self-folding and latching ladder or steps.

If any new electrical receptacles were provided for pool equipment an underwriter approval will be required via video or in writing from the inspection agency.

Decks

Items Required

- Smart phone or tablet with Skype
- Flashlight
- Tape Measure
- Ladder

Procedures

- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- Footing inspection
  - The applicant must provide video of the footing locations to confirm location and spacing with approved plan.
  - The applicant must provide video that the excavations meet width and depth approved, and that the cavity is free from debris and properly tamped to prevent settlement at the bottom.
- Framing Inspection
  - The applicant must provide exterior video of the ledger confirming size, anchor size and spacing, and flashing for attachment to wood structures. Thru bolt attachments will also require an interior inspection.
  - The applicant must provide video demonstrating compliance with approved joist size, spacing, hangers, and hanger attachments.
  - The applicant must provide video demonstrating compliance with beam size and bearing details.
  - The applicant must provide video demonstrating compliance with column size and attachments.
- Final Inspection
  - The applicant must take a video of the entire finish surface confirming complete tight coverage, and the presence of a GFCI receptacle.
  - The applicant must provide video of attachment details for guardrails, guardrail height, and spindle spacing.
  - The applicant must provide evidence of lateral stability of the guardrails.
If steps are provided, the applicant must provide video evidence of minimum tread depth, maximum riser height, and maximum stringer spacing.

**Porch Roofs**

**Items Required**
- Smart phone or tablet with Skype
- Flashlight
- Tape Measure
- Ladder

**Procedures**
- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- Footing inspection
  - The applicant must provide video of the footing locations to confirm location and spacing with approved plan.
  - The applicant must provide video that the excavations meet width and depth approved, and that the cavity is free from debris and properly tamped to prevent settlement at the bottom.
- Final Inspection
  - The applicant must provide exterior video of the ledger confirming size, anchor size and spacing, and flashing for attachment to wood structures. Thru bolt attachments will also require an interior inspection.
  - The applicant must provide video demonstrating compliance with approved rafter and joist size, spacing, hangers, and hanger attachments.
  - The applicant must provide video demonstrating compliance with beam size and bearing details.
  - The applicant must provide video demonstrating compliance with column size and attachments.
  - The applicant must provide video of attachment details for guardrails, guardrail height, and spindle spacing.
  - The applicant must provide evidence of lateral stability of the guardrails.

**Plumbing Alterations/Additions/Replacements**

**Items Required**
- Smart phone or tablet with Skype
- Flashlight
- 5 Gallon Bucket
- Level
- Tape Measure
- Ladder

Procedures

- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.

- Rough Inspection
  - The applicant must confirm that the water supply valves are in the open position to confirm that any new supply lines are under working pressure.
  - The applicant must provide video of the rough fixture locations to confirm location and spacing with approved plan, and any necessary blocking is installed for commercial locations.
  - The applicant must provide video along the entire length of any new supply or drainage piping, and in some instances may require that water be introduced and held in the system.
  - The applicant must provide video of all areas where finish materials have been removed, so that any framing deficiencies, open splices or other hazards can be noted. Insulation may also be required to be added to some areas.

- Final Inspection
  - The applicant must provide video of the fixture locations to confirm location and spacing with approved plan, and any necessary accessories are located properly for commercial locations.
  - The applicant must provide video of all fixtures in operation, evidence that all valves are operational, and that all final supply and drainage connections are free of leaks.

Residential Alterations/Additions/Replacements

Items Required

- Smart phone or tablet with Skype
- Flashlight
- Level
- Tape Measure
- Ladder

Procedures

- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.
- **Footing Pre Pour Inspection**
  o The applicant must provide video of the excavation to confirm the approved size and setbacks for the structure.
  o The applicant must provide video that the forms meet width and depth approved, confirm the size, spacing, and supports for any proposed reinforcement and that the cavity is free from debris and properly tamped to prevent settlement at the bottom.
  o A copy of the concrete ticket will need to be scanned and sent to the inspector to complete the inspection.

- **Foundation Inspection**
  o For poured concrete walls, The applicant must provide video that the forms meet width and depth approved, confirm the size, spacing, and supports for any proposed reinforcement and that the cavity is free from debris and properly tamped to prevent settlement at the bottom.
  o A copy of the concrete ticket and photos of any wet set sill anchors must be provided to complete the inspection. **Backfill is not permitted until the floor system is in place, or adequate wall bracing has been provided.**
  o For plain hollow CMU walls the applicant must provide video that the wall is set on the middle of the footing, confirm the approved dimensions of the units and wall height, and confirm that cells for the sill anchorage have been grouted or have wet set anchors in place.
  o For reinforced CMU walls , inspections will be required for each 5’ section of wall height unless cleanout openings are provided 32” O.C. The applicant must provide video that the units meet the dimensions approved, confirm the size, spacing, and location for any proposed reinforcement and that the cavity is free from debris. Photos should be provided after the grout has been placed and wet set sill anchors in place to complete the inspection(s).
  o Prior to framing beginning video evidence of a properly anchored pressure treated sill plate must be provided. Anchors are required 12” max from the end of any plate and no more than 6’ O.C.

- **Rough Framing Inspection**
  o All mechanical, plumbing, and electrical rough-ins must be complete prior to scheduling a rough framing inspection. Exterior sheathing is permitted to be installed, and floor sheathing is permitted to be installed in locations where access for inspection is still available.
  o The applicant must provide video demonstrating compliance with approved joist size, spacing, hangers, hanger attachments, and compliance with cutting, notching, and boring requirements.
  o The applicant must provide evidence that draft stopping is provided if there are open concealed spaces greater than 1000 square feet created by the framing.
  o The applicant must provide video demonstrating compliance with beam size and bearing details.
  o The applicant must provide video demonstrating compliance with column size and attachments.
- The applicant must provide video demonstrating compliance with approved stud and plate size, spacing, hangers, hanger attachments, and compliance with cutting, notching, and boring requirements.
- The applicant must provide video demonstrating any piping that is 1.5" within framing edge or wiring within 1.25 has adequate protection, and that fire blocking has been provided at penetrations and joints.
- The applicant must provide video demonstrating compliance with header size and bearing details.
- The applicant must provide video demonstrating compliance with approved rafter and joist size, spacing, hangers, and hanger attachments or bearing.
- The applicant must provide video demonstrating compliance with ridge board or beam size and bearing details.
- The applicant must provide evidence that draft stopping is provided, if the attic space is greater than 1000 square feet.
- The applicant must provide video of stair geometry and landing dimensions.
- The applicant must provide video of exterior sheathing in place and properly spaced.
- The applicant must provide video of all areas where finish materials have been removed, so that any framing deficiencies, open splices, or other hazards can be noted. Insulation may also be required to be added to some areas.

**Insulation Inspection**
- The applicant must provide video of building envelope cavities filled with the appropriate thickness of non-compressed insulation.
- The applicant must provide video of the required baffles and air space for areas.
- The applicant must provide video evidence of any areas in the envelope that must be sealed or caulked to prevent air intrusion.
- The applicant must provide video of the exterior weather resistive barriers and spot check required overlap of joints as directed by the inspector.

**Final Inspection**
- Prior to closing interior walls all rough electric, plumbing, and mechanical approvals must be in place.
- The inspection will consist of a virtual walk through of the exterior and interior of the property with spot checks, measurements, etc. as directed by the inspector.
- All outstanding documentation for revised engineering, alternative product approvals, 3rd party inspections, etc. must be provided prior to an occupancy being issued.

**Re-Roof**

**Items Required**
- Smart phone or tablet with Skype
- Flashlight
- Level
- Tape Measure
- Ladder
Procedures

- Calls must be continuous
- All inspections must begin with video of address numbers posted at front of structure must be confirmed. Address numbers are required in accordance with the property maintenance code. A virtual inspection is not valid without them in place. The applicant is required to note in the application if there is an alternate postal address that conflicts with the address on the permit.

- Tear Off Inspection
  - The applicant must provide video of the existing sheathing to confirm it is in an acceptable condition to allow a sturdy continuous surface to attach the roofing material to.
  - Any damaged framing must be repaired or replaced and inspected.

- Underlayment Inspection
  - The applicant must provide video evidence of the required underlayment, spot check overlap requirements, and adequate ice and water shield insulation.

- Final Inspection
  - The applicant must provide video of the finished roof surface and shingle overlap.
  - The Applicant must provide close up video of all flashing, counter-flashing, and penetration sleeves.