

## Alternate Video Inspections Applicant Checklist

Thank you for using alternate video inspection. This process was developed in response to COVID-19 as a means to continue to provide service while ensuring the safety of our residents, contractors and employees.

1. Prior to your alternate video inspection, please complete the following steps:
  - Download and install [Google Duo](#) on your smart phone.
  - Log in/sign up with a Google/Gmail account and phone number.
  - Open and test the app to ensure everything is functional before your inspection.
  
2. Floor plans specific to the scope of work must be submitted to [Permits Online](#) **before** the appointment can be scheduled. The information on the drawings must include:
  - Ventilation locations for supply/return air and exhaust where required.  
See page 5 of [The New House Construction Brochure](#) for an example of a typical floor plan.
  - A detail for egress window dimensions where the scope of work includes a bedroom. See Page 5 of [The Lower Level Development Brochure](#) for an example.
  - Plumbing fixture locations and pipe sizes, including locations of backwater valves, cleanouts and vents. See Page 15 of [The Plumbing Installations Brochure](#) for an example.
  - Electrical outlet locations with dimensions along usable wall/counter space and the respective circuitry. See page 9 of [The Electrical Installations Brochure](#) for an example.
  - All manufacturers' documentation that pertains to a specialized piece of equipment.
  - Any pictures that would be relevant to the inspection, especially for noted deficiencies and the electrical panel directory/circuit labelling.
  
3. Fill out, sign and submit the "Alternate Video Inspection Declaration" to [Permits Online](#).
  
4. To assist with the inspection, the following tools will be required:
  - A fully charged smartphone.
  - A tape measure (25-foot tape measure is recommended).
  - A flashlight or other means of lighting the area to be inspected.
  - A receptacle polarity/GFCI tester (for final inspections involving electrical installations).
  - A torpedo level (for rough-in and underground plumbing installations).



All inspections are scheduled as morning or afternoon appointments. On the day of your scheduled inspection you must be available for the entire morning (9:30 a.m. -12 p.m.) or afternoon (12:30 p.m. – 4 p.m.). The inspector assigned to the alternate video inspection will initiate the call. Answer the incoming call using the app, and follow their direction. At any point during the video inspection, the inspector may terminate the inspection upon seeing something that is unsafe or if the video quality is insufficient to complete an inspection. Additionally, the inspection may be terminated where the submitted documentation is determined to be inadequate. At that point, an on-site inspection will be required.