

Occupied Residential Inspections Applicant Checklist

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.

Detached accessory structures, solar photovoltaic, air conditioners, and pools or hot tubs that require an interior inspection of the electrical panel inside an occupied home, require an on-site inspection with the permit applicant or homeowner in attendance. Our inspector will conduct the inspection from the exterior only. The permit applicant/homeowner must enter the dwelling and use [Google Duo](#) to connect with the on-site inspector.

Prior to your 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.

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 Inspection will arrive on site and inspect the installation from the exterior, or any unoccupied portion of the building. When the interior portion of the installation is to be inspected, the inspector will initiate the call using Google Duo. 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.