

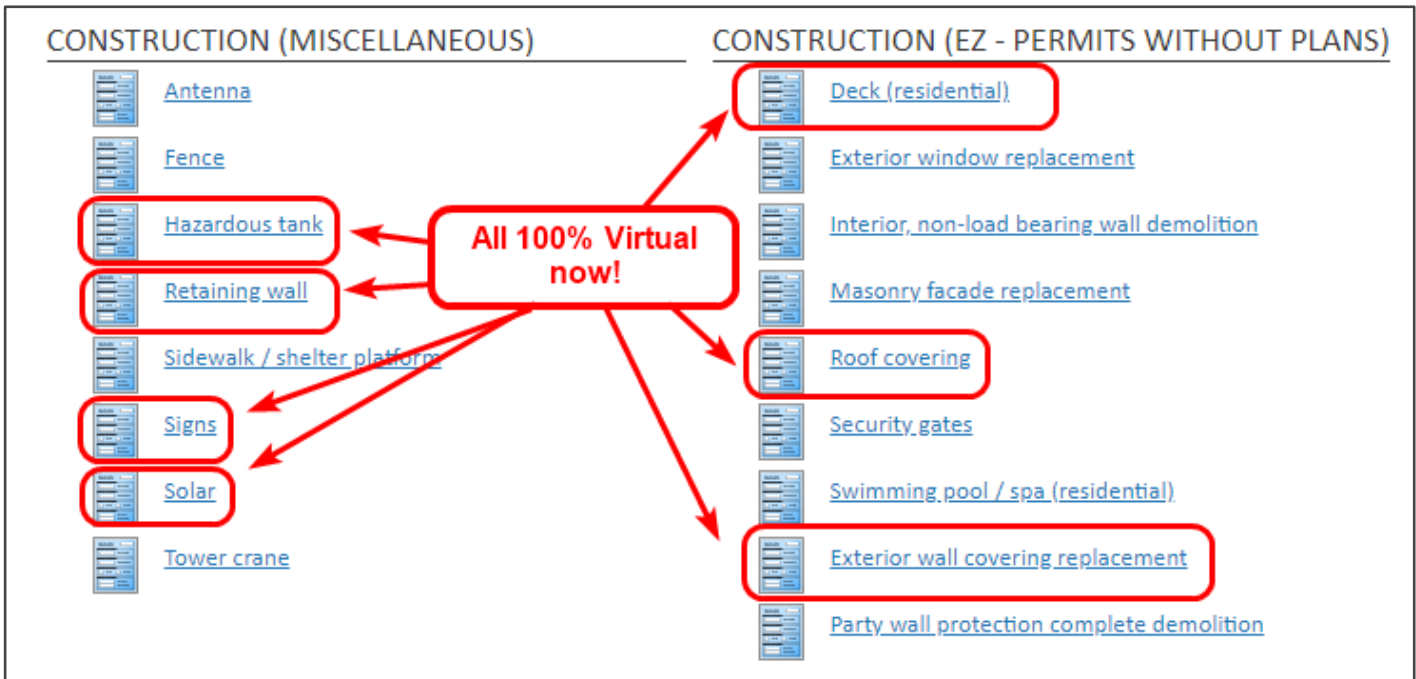
Virtual Inspections Information Sheet

Overview

Virtual inspections involve an inspector conducting evaluations remotely, utilizing your phone or tablet for the inspection process. This approach not only saves time but also enables the department to align with your schedule, eliminating the necessity for a physical on-site inspector presence.

Step 1 – Schedule your virtual inspection

Virtual inspection will be mandatory on the following issued permit types starting in December of 2023:



Select the Virtual Type Inspection through your permit in eCLIPSE or by calling the [IVR phone system](#). Please note, all virtual inspections are labeled with the “Virtual” name.

Request	Type of Inspection	Latest Inspection Result	Recommended Inspection Order
<input type="checkbox"/>	Virtual - Virtual Solar Installation Inspection 823	Not Requested	1 Mandatory
<input checked="" type="checkbox"/>	Virtual - Virtual Permit Issuance Notification Inspection 801	Requested	44

Be sure to leave the cell phone number of the person who will be on site to conduct the virtual inspection. This number must be able to receive text messages and have a data connection.

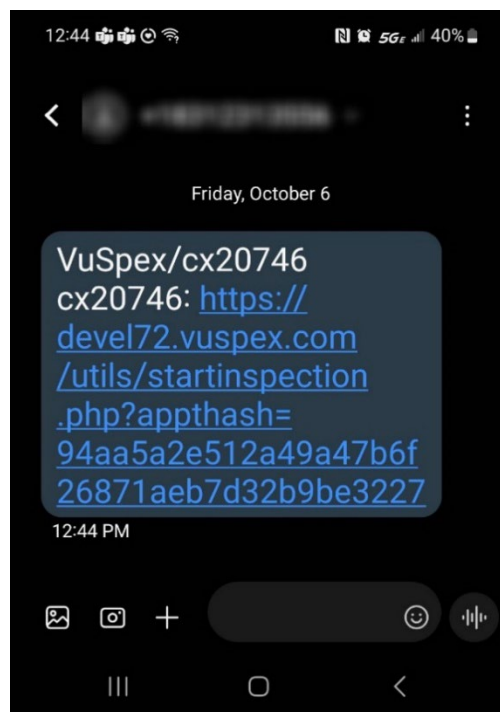
Step 2 – The day of your inspection

On the day of your scheduled virtual inspection, an inspector will contact you in the morning to set up an approximate time for your virtual inspection to take place that is convenient for you.

You are required to be on site at the location of the permit when the inspection is ready to be conducted. You must also have a smartphone or tablet that can receive text messages and be connected to data for the inspection to take place.

Step 3 – Start the inspection

Once you are on site and ready for the inspection, the inspector will send out a text message with a link to the telephone number provided in the inspection request. Click the link to start the virtual inspection.



By clicking on the link, the inspector will be given access to see what your camera is showing. They will also be able to communicate with you to provide directions through your phone or within the chat feature.

Through the app, the inspector will take photos of the work and provide you with either an approval or list of deficiencies that need to be corrected for the next inspection.