

Pursuant to the direction of the City Manager Proclamation and Executive Order regarding remote and virtual inspection, effective April 13, 2020, the City of Upper Arlington is offering remote inspections for limited scope projects. The following guidelines are established to apply to all requests to the City to perform remote or virtual inspections of **Occupied Residential Structures** during the COVID-19 health emergency.

The Chief Building Official (CBO) shall review all requests for remote inspections of occupied residential structures on a case by case basis and may authorize remote or virtual inspections in cases where the inspections can be reasonably performed in accordance with these guidelines.

Remote inspections, are an efficient alternative to in-person inspections, enable prompt service, productive follow-ups, and more specific scheduling. Virtual inspections are conducted between a customer and City of Upper Arlington inspector by using a video call on a smart phone or tablet.

### Requirements:

- All building-related inspections (building, electrical, mechanical, insulation, and Certificate of Occupancy) for occupied residential structures may be considered for remote inspections, however, based on the size and/or complexity of the project it may not be possible to conduct remotely.
- A Release, Hold Harmless, Indemnification, and Waiver agreement (provided by the City of Upper Arlington) signed by both the owner and the contractor must be uploaded to the View Point project permit portal PRIOR TO REQUESTING A REMOTE INSPECTION.
- The Chief Building Official (CBO) has the authority to deny request for remote inspections due to the complexity, scope and feasibility of the remote inspection and may require a re-inspection in person at a later date.
- Inspection complexity will be determined by the Building Inspector assigned to the inspection.
- Customers must have a smartphone or tablet connected to Wi-Fi or 4G wireless service.
- All remote or virtual inspections must be completed “live” by use of a pre-agreed video technology.
- Inspections will not be performed by the use of a recording.
- Google Duo (all devices) is the preferred application, however; FaceTime (Apple OS devices), or Microsoft Teams (all devices) may also be utilized to host the video call. Check your mobile device’s app store to download. Additional apps may be offered as this program expands.
- For inspections deemed too complex for virtual completion, the City may accept third-party inspections from a Professional Engineer, Architect or State of Ohio Certified Inspector.
- Contractors wishing to utilize third party inspection agencies must obtain approval from the CBO prior to conducting an inspection. For approval, submit resumes and proof of certification to [reastep@uaoh.net](mailto:reastep@uaoh.net).

### Process:

1. **Schedule** your inspection. All inspections must be scheduled in advance:

- Upload the Release, Hold Harmless, Indemnification, and Waiver agreement (provided by the City of Upper Arlington) signed by both the owner and the contractor to the View Point project permit portal PRIOR TO REQUESTING A REMOTE INSPECTION.
- Schedule a regular inspection by 3:00 pm the business day prior to the inspection (i.e., footing, foundation, frame, insulation, final, etc...)
- Schedule inspection online through View point or by phone: Building 614-583-5080 or Electric 614-583-5081
- Have the following information ready:
  - Permit number
  - Type of inspection
  - Cell phone number of the person that will be walking the inspection site
  - E-mail address of the person that will be walking the inspection site
  - Method of video call you intend to use Google Duo (Preferred), FaceTime, or Microsoft Teams)

**2. Prepare** for your virtual inspection:

- Make sure you have the necessary tools (based on the inspection type) readily available. For example, a tape measure, level, GFCI tester, step ladder, and flashlight.
- Make sure your mobile device is fully charged.
- Turn off phone or tablet notifications during inspection. Notifications can freeze the video feed during the call and could cause delays or require the inspection to be rescheduled.

**3. Inspection day:**

- On the day of your scheduled inspection, your inspector will contact you and set up an appoint time for your inspection.
- This will occur between 8:30 and 9:30 am the day of your inspection.
- Your inspector will give you an approximate time window that your inspection will take place.

**4. Accept** the incoming video call initiated by your inspector at the scheduled time.

**5. Walk through** your inspection with your inspector, noting the following (if applicable):

- Follow directions from your inspector.
- All inspections must be performed in accordance with all social distancing Orders and recommendations of the Ohio Department of Health.
- Begin at street view looking at structure with the address showing.
- Walk the inspection in a clockwise direction.
- Walk the inspection from top to bottom to follow load path
- The Inspector has the right to limit or cancel the inspection in the event that the video quality, lighting, or other factors are inadequate for the inspector to complete the inspection, at the discretion of the inspector.
- Make note of any items that require correction.

**Inspection Results:**

- Your inspector will tell you in the video call if the inspection has passed or failed.
- The inspector may issue a conditional or partial approval if, in the opinion of the inspector, an in-person inspection is necessary.
- Results will be processed in the permitting system by the end of the day on which the inspection occurred.
- If the inspection failed, comments will be available in the permitting system the following day.

## **Limited Number of Remote Inspections:**

- The City may be limited in the number of remote or virtual inspections that can be scheduled and performed. Such inspections will be scheduled by the City at its discretion and based on the availability and schedule of the inspectors. City will attempt to schedule inspections on a first come, first serve basis, but such may not be possible based on the type of inspection and the availability of the inspectors.

