Remote Video Inspection Guidelines

The City of Sandy Spring **SITE** Inspectors (only) will temporarily be conducting some remote video inspections for Pre-cons, Stormwater water quality structures, and As-built finals.

Remote video inspection uses a video call function on 4G and 5G enabled devices with the following formats:

- Android

- IOS (iPhone/iPad)

- Google Duo

- Zoom

If you have a capable device, continue to read the following information on this page. For any additional inspection related questions or to schedule a remote video inspection, please schedule as you normally would through the Portal.

We would like to thank you for your understanding and patience during this time.

Remote Video Inspections can be performed for, but not limited to, the following:

- As-built Finals

- Random Inspections, as scheduled by City staff

- Pre-Construction

- Stormwater Water quality structures (Pits, trenches, drywells…)

Remote Video Inspections Requirements:

- 4G or greater wireless service for device and location

- Device should have a fully charged battery or wireless charging capability.

- Device should have both audio and visual capabilities

- The remote video inspection will require the use of Android video call, FaceTime (iPhone/iPad)

- Zoom or Google Duo.

Remote Video Scheduling:

NOTE: When entering the contact information for scheduling, be sure to provide the phone number of the individual that will be at the project address. This person will need to be able to connect with the inspector and perform the inspection while using a device without interruption(s). If we do not have this person's valid phone number, we will be unable to call them and conduct the inspection.

Day of scheduled inspection:

The morning of the schedule inspection (typically between 7:00 am – 8:00 am), the assigned inspector will contact the individual at the number provided during scheduling for a pre-screen inspection.

If it is determined the inspector is able to perform the inspection using remote video inspection, then the inspector will discuss the video format to be used and schedule a time during the day to contact the individual for the inspection. This will allow the individual to arrive at the job location and prepare for the remote video inspection.

Prepare for the Remote Video Inspection:

- Please have permit card available and ready to display during remote video inspection. Approved plans, if applicable, must be on site at all times.

- Prior to the inspection, ensure that the necessary tools based on type of inspection are readily available. For example, tape measure or level, etc.

Prepare to receive the Remote Video Inspection:

1. Make sure the smart phone or tablet is fully charged.

2. The inspector will call the individual at the agreed upon time. Inspector and individual will join the meeting on their devices and enable video using the agreed-upon format in the pre-screen inspection.

3. Have the required tools available.

4. Turn off phone or tablet notifications during the video call. Notifications may freeze or interrupt the video call and will cause delays to the inspection or cause the inspection to be re-scheduled.

The Inspection:

1. Begin inspection at street view looking at the structure with the permit box and/or address visible to the inspector.

2. The inspector may request the device to be rotated to the landscape or horizontal orientation.

3. Follow the directions of the inspector.

4. Walk inspection from front all the way around the entire property.

5. Make note of any items that need correction.

6. The inspector will require screenshots/pictures to be taken during the video inspection.

Inspection Results:

The inspector <u>may</u> inform you during the video call if the inspection has passed or failed. Follow-up documentation/photographs/reports may be requested and need to be reviewed prior to determining inspection pass/fail. Results will be available on the Portal, later once all (if any) additional materials have been reviewed.

- If the inspection **passes**, the job may proceed or the permit will be finaled (approved).

    o The inspector will input the results into the permit system

- If the inspection **does not pass**, the inspector will inform you of what needs to be corrected.

    o The inspector will also send the correction notice via email or text

    o The inspector will advise on when or how to call for re-inspection