



# Community Development Department

## Building Division

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | Fax: 850-460-2171 | [www.cityofdestin.com](http://www.cityofdestin.com)

## **VIRTUAL INSPECTION PROCEDURE**

**FOR CATEGORIES I AND II (All other categories will be at the discretion of the Building Official.)**

### **WHAT YOU NEED:**

Contractors must have the following list to complete a Virtual Inspection:

- Mobile Device with Facetime or Skype (see attached instructions)
- Compatibility: iPhone 5 or newer, Android 4.0 or later
- Tape measure
- Torpedo level
- Screw gun
- AHRI Matching Certificate for the equipment installed
- Manufacturer's Instructions
- Flashlight (if needed)

### **SCHEDULING THE INSPECTION:**

- Video Inspections must be scheduled no later than 4:00 PM the day before the requested inspection date. Call **850-654-1119 Option 1** or email [permits@cityofdestin.com](mailto:permits@cityofdestin.com)
- You may schedule a Virtual Inspection in advance to ensure the day and time you need is available. Please leave your requested day and time on the inspection line.
- Monday - Friday will be available for virtual inspections.
- Inspections may be rescheduled at no extra cost **if** conditions outside of the permit holders control exist and does not allow the inspection to take place.
- Inspections will be scheduled in 30-minute intervals. The average virtual inspection is approximately 10 minutes.
- The inspection will take place with the permit holder or their authorized agent.
- Do not complete the work and ask an owner to complete a virtual inspection on your behalf, this will result in an incomplete inspection and will be **DISAPPROVED**.
- **OWNER/BUILDER** permits must obtain permission from the **BUILDING OFFICIAL** prior to scheduling a virtual inspection.

## **PERFORMING VIRTUAL INSPECTIONS:**

- Make sure your device is compatible prior to scheduling an inspection.
- An inspector will contact you via Facetime or Skype prior to your scheduled inspection time.
- The inspection will start at the locations mailbox to ensure the physical location is correct and coincides with the permit.
- The inspector oversees the inspection and will ask to see what needs to be inspected.
- Once all necessary items have been observed and pictures taken by the inspector (if necessary), the inspector will disconnect thus completing the inspection.
- The inspector will result the inspection immediately upon completion.
- Initial inspections are covered in the cost of the permit when issued. All re-inspections will have the same fee applied as any other re-inspection.

## **INSPECTIONS COVERED:**

The following inspections are examples of allowable virtual inspection. Contact our office to see if your inspection qualifies for a virtual inspection if it is not listed:

- HVAC Change-out (Gas or Electric)
- Water Heater Change-Out (Gas or Electric)
- Window/Door Replacement
- Re-inspections (must be approved in advance and must be with the initial inspector that disapproved the initial inspection)

## **ADVANTAGES:**

- No more homeowners taking off work a full day and waiting for an inspector.
- Makes it easier to get permits closed out.
- Timed inspections.