



## **Town of Parker Remote Video Inspection Guidelines**

**Pursuant to a Rule entered by the Town of Parker Chief Building Official, due to the current COVID-19 emergency, the Town of Parker may conduct a remote video inspection in certain circumstances. This service is provided for the inspection of occupied residential spaces where remodel, alteration, basement finish and additions accessible only through occupied spaces and similar construction is taking place. All outside inspections, inspections of new construction including additions accessible from the exterior, and inspections for public safety (assessment of damage from fires and vehicles, restorations of utilities, and critical facilities), will be performed as typical field inspections.**

### **Types of Inspections Qualifying for Remote Video Inspection**

The first priority for inspections will be for basements, additions, and interior remodels. As time and resources allow, inspections may be scheduled for furnaces, air conditioners, water heaters, window replacements, etc... Based upon the size and/or complexity of the project it may not be possible to conduct an inspection remotely. The individual Inspector will have the discretion to determine if a remote video inspection is appropriate in any circumstance. If an inspection is deemed too complex for a remote video inspection, the inspection will be postponed until the order is lifted.

### **Internet Connectivity is Required**

You must ensure that your inspection location and your smartphone or tablet has 4G connectivity. Connections are site specific. If your device cannot maintain a 4G connection, remote live video inspection will not be possible.

### **Install the Appropriate App on your Smartphone or Tablet**

The FaceTime App (for Apple) or Skype (for Android) App must be installed for the Remote Video Inspection. Some devices already have the necessary video call App. You must let the Inspector know what type of device you will be using to perform the inspection. The Inspector will need to know in advance what type of device will be onsite for the inspection. An e-mail contact shall be provided for Skype and a phone number shall be provided for an Apple device.

## **Town of Parker Remote Video Inspection Phases**

### **Schedule Remote Video Inspection**

1. Schedule Inspection Time. We can only accept requests one working day prior to the requested date. Please see additional notes below.
2. The Inspectors will show up to the property at the requested time and meet the applicant or contractor on site. Please allow our Inspectors up to a half hour before or after the estimated scheduled time. Please do not shake hands or make physical contact with our inspectors and allow for a minimum of six (6) feet between you and the inspector.
3. Follow the Inspector's instructions once you have established a connection.

**Note:** All Remote Video Inspection appointments must be requested before 3PM on the business day before the requested inspection to get a time slot. These inspections will require the applicant or contractor to contact our office at 303.841.1970 for a time to be scheduled. A signed Acknowledgment and Waiver Regarding Remote Video Inspection document must be received by office our staff prior to scheduling the inspection. This document can be found on our website. The Town will add a special inspection, Remote/Virtual Inspection, to the permit; however, the remaining required inspections must be scheduled on-line through the eTrakit system. The last Remote Video Inspection of the day will be scheduled for no later than 3PM, Monday through Friday. If there is no available time slot for the day requested, we will attempt to schedule the inspection for the next available date and time.

### **Prepare for Remote Video Inspection**

1. Prior to the inspection, ensure that the necessary tools based on type of inspection are readily available. For example, carry a flashlight, tape measure, level, step ladder (for close ups of ceiling), etc.
2. Have Town approved plan ready for the Inspector upon showing up at the scheduled time.
3. Make sure you have good lighting throughout the inspection area and clear the area of any unnecessary objects.

**Note:** All features of the home that are applicable to the required inspection must be visible at the time of the remote inspection. The features must be captured sufficiently for the Inspector to evaluate. If at any point the Inspector believes that the remote inspection process is not allowing them to properly assess compliance, they may require that a building site inspection be conducted at a future date.

### **Prepare to Receive Remote Video Inspection Call**

1. Make sure your smartphone or tablet is fully charged.
2. Clean your device lens and screens for maximum clarity.
3. Be ready to accept a video call at the scheduled time and respond to instructions from the Town Inspector.
4. Turn off phone or tablet notifications during the video call. Notifications can freeze the video call and will cause delays to the inspection or could require the inspection to be rescheduled.

5. Allow plenty of time because we know inspections vary widely.
6. Listen carefully to the Inspector's guidance as to where to walk and point the camera. Please keep background noise to a minimum. The Inspector will set the pace as needed.
7. Ensure that the area or space to be inspected has been cleared of all people not necessary to conduct the remote video inspection, to minimize distractions and ensure adequate communication between the contractor and the Town Inspector.

### **During the Inspection**

1. Once introductions have been established on-site proceed inside as directed. As previously noted, please maintain a minimum distance of six (6) feet between you and the Inspector at all time.
2. The Inspector will set the pace, please follow their directions.
3. Walk inspection as specified by the Inspector.
4. Make note of any items that need to be corrected. The Inspector will discuss each item so the necessary corrections are understood.
5. Once the Inspector has indicated the inspection is finished please proceed outside to discuss the results. The Inspector will let you know if the inspection has passed or failed. Do not cover any work needing corrections until the corrections are verified by the Town's Inspector.

### **Inspection Results**

1. The Inspector will update our permit database after the video call is completed. Results of the inspection will be available through the Town's eTrakit system by the next business day.
2. The scheduling of re-inspections or the next inspection needed is based on availability of time slots.

### **Other Information**

1. **The individual Inspector will have the discretion to determine if a remote video inspection is appropriate in any circumstance.**
2. **Required residential in-home inspections where the space or area to be inspected is directly accessible from the exterior will be conducted by a Town Inspector in person subject to certain safety precautions.**
3. **Please contact the Building Division at 303-841-1970 or [building@parkeronline.org](mailto:building@parkeronline.org) if you have questions or wish to obtain additional information.**