

## **PROCEDURES FOR VIRTUAL INSPECTIONS**

### **INSPECTION PROCEDURES**

These Emergency Procedures allow for three different kinds of inspections which will be presumed to satisfy Building Code requirements: (a) virtual inspections conducted remotely by City of Miami Beach inspectors in the manner set forth below (“Virtual Inspections”); and (b) inspections conducted by County personnel in person (“On-Site Inspections”). These inspections will be performed in the manner and subject to the procedures and limitations set forth below. Please note that certain inspections are required to be On-Site Inspections.

#### ***(a) Virtual Inspections***

##### **1. Applicability**

When an inspection is requested, the City will first attempt to conduct a Virtual Inspection, with On-Site Inspections reserved, in the City’s sole discretion, to situations where the City determines that public safety requires the inspection to be in person. Examples include, but are not limited to, construction of extraordinary complexity, inspections where the conditions cannot be appreciated remotely, and bad signal or other impediment to communication.

##### **2. Procedures for Virtual Inspection**

Virtual Inspections are conducted by using a video call on a smart phone or tablet to interact with the RER inspector.

The process for Remote Virtual Inspection is as follows:

- The permit holder will schedule the inspections [online](#).
- When scheduling the inspection, the permit holder must provide a contact name, contact number and contact email address so that the inspector can schedule a Microsoft Teams meeting invite.
- On the day of the scheduled inspection, the inspector will contact the permit holder and schedule a meeting for the specific inspection time.
- The meeting invite will contain instructions on requirements and documents that need to be submitted to the inspector prior to the virtual inspection.
- At the scheduled time, the contractor will need to join the Team Meeting.

- Ensure the person walking the site has the necessary tools (based on the inspection type) readily available. For example, a tape measure level, GFCI tester, ladder, flashlight, etc.

### **3. Permit Holder Responsibilities**

- Ensure your inspection location has 4G connectivity and your smart phone or tablet has 4G connectivity. You must have **Microsoft Team App** for the Remote Virtual Inspection.
- Make sure the smart phone or tablet is fully charged.
- Be ready to accept a video call at the scheduled time and respond to requests from the inspector.
- Make sure the auto rotate feature on your phone is turned on.
- Make sure to move slowly so the inspector can see the image clearly.
- Allow camera a moment to focus when showing specific items.
- Make sure any testing equipment, manometer, pressure valves... are already set up.
- Have the required tools (tape measure, level, GFCI tester, step ladder, etc.)
- Turn off phone or tablet notifications during the video call. Notifications freeze the video call and will cause delays to the inspection or could require the inspection to be rescheduled.

### **4. How to Do the Actual Virtual Inspection**

- Begin inspection at street view looking at structure, exterior of property and close in on house or unit number. The contractor will show the inspector the following documents at the start of the inspection. If these documents are not available, the inspection will not be conducted and “*Not Ready for Inspection*” result shall be entered.
  - (i) Notice of Commencement (for new inspections)
  - (ii) Permit card
  - (iii) Approved Permit job Copy
  - (iv) Depending on the inspection type, any reports or special inspector letters necessary to enable inspection to be conducted.
- Follow the directions of the inspector. The inspection will be conducted by following the standard operating procedures.
- Make note of any items that require correction.
- When an inspection is performed through City of Miami Beach virtual inspection process, the inspector reserves the right to perform an on-site inspection. This may be due to a connection issue or the complexity of the

inspection.

- The inspector will tell you in the video call if the inspection has passed or failed and inspection results can also be found in [CSS online](#).

## ***(b) On-Site Inspections***

### **1. Applicability**

An On-Site Inspection shall be required for Final building code inspections and flood inspections of new construction that require a Certificate of Occupancy or Certificate of Completion and for alterations, repairs and residential additions 1000 square feet or larger. On-Site Inspections shall not be required for alterations, repairs and residential additions under 1000 square feet, accessory structures such as pool, fence and sheds and other miscellaneous permits such as metal awnings, shutters. On-Site Inspections shall not be required for Roofing, Electrical, Plumbing or Mechanical work associated with a master permit or any single trade (standalone) permits. Notwithstanding, the County may require an On-Site Inspection in any instance where the County, in its sole discretion, determines that the public interest requires the physical presence of a County inspector.

### **2. Procedures for On-Site Inspection**

- The permit holder must schedule inspections through [online](#).
- When scheduling the inspection, the permit holder must provide a contact name and phone number in the comment line.
- Inspector will call thirty (30) minutes prior to the inspection to allow the contractor to relocate all personnel from the inspection area.
- When inspector arrives on-site, one contact person who is assigned to walk with the inspector can approach the vehicle. If more than 9 workers are present within the inspection area, the inspector will cancel the inspection.
- Contractor needs to maintain a safe and healthy job site environment and follow the CDC's best practices regarding social distancing. Inspector will perform inspection and inspection results can also be found through [CSS online](#).

## **List of virtual inspections available**

The following inspections may be schedule as virtual video inspections. Please contact the City if a virtual video inspection is not possible.

### **Building:**

- Sound proofing.
- Driveway slabs.
- Drywall for single family.
- Certificates may be emailed to the [ChiefBuildingInspector@miamibeachfl.gov](mailto:ChiefBuildingInspector@miamibeachfl.gov)
- Building finals that are only certificates, trade inspections or open permits.
- Special inspector and private provider jobs that only require checking of logs.

### **Mechanical**

- Mechanical equipment's exact changeouts.
- Minor interior alterations (residential/commercial)
- Pending comments from previous inspections.

### **Plumbing**

- Fixture, equipment, and appliance replacements only.
- Irrigation systems.
- Small SFR site drainage improvements.
- Verifying corrections from previous inspections.
- Minor rough piping replacements in exact/same locations.
- Irrigation systems.
- Small SFR site drainage improvements.
- Portable Toilets

### **Roofing**

- In-progress inspections.

### **Electrical**

- All inspections must be done in person.
- Steel bonding (rebar inspections) inspections
- Slab conduits
- Underground service entrance
- Work with inspections (FPL release)
- Pending rough inspections follow ups
- Pending final inspections follow ups
- Four pigtail points, perimeter bonding, light conduits for pools
- Temp for test inspections (FPL release)
- Electrical panel replacements
- Minor electrical repairs