

# VIRTUAL BUILDING INSPECTIONS

In an effort to streamline process and be innovative with inspection services, the Town accepts virtual building inspections in certain instances. The intent is to ensure the safety of the project, while utilizing technology to complete the inspection.

All De-rates as well as remodels and additions will be required to be inspected virtually, as applicable. Other “one and done” type of inspections as well as re-inspections may qualify for this program as well. The following process will be used for virtual inspections:

- Two options are currently being utilized: FaceTime and Microsoft Teams.
- Individual must be 18+ years of age.
- A flashlight, screw driver, and tape measure will need to be available for use upon request of the inspector.
- Must have WIFI/cell service capability in area for smart phone or tablet being used.
- No mechanical noise nearby (clear communication between inspector and contractor/owner is critical).
- If call is dropped, inspector will continue for several minutes to re-connect. If unsuccessful, arrangements might be made to have a nearby inspector stop by or the inspection may be rescheduled.
- Inspector will provide direction on what needs to be shown. Typically, you will be asked to begin with a street view that shows the address of the project. From there, simply follow the directions of the inspector.
- A specific time will need to be arranged for the inspection.
- Virtual inspections must be scheduled by 5:00 PM the day before the inspection.
- Be prepared to provide your permit number and type of device you will be using for the inspection (iPhone or android).
- If you need to cancel your inspection, please contact Andy Shrum (contact info below). If you reach his voicemail, please leave a message with your permit number and contact information and he will return your call.

Please use the contact information below if you have questions or to schedule a virtual inspection:

**To schedule virtual inspection:**

Bernadette Holden  
Administrative Assistant II  
480-503-6728

**Questions:**

Andy Shrum  
Senior Building/Fire Inspector  
480-695-6945