Remote Video Inspection Policy

April 20, 2020

This policy has been created to better assist the City of Commerce City’s residents with the ability to schedule inspections that can be performed remotely by the Building Safety Division inspector(s) that otherwise cannot be performed due to the Covid-19 crisis. This process shall only apply to crisis management situations or Citywide operations that limit staff’s ability to perform inspections under normal circumstances.

This guide will help you arrange temporary remote inspection services during the COVID-19 emergency. This service is provided for the inspection of occupied residential spaces where remodel, alteration, basement finish, addition accessible only through occupied spaces and similar construction is taking place. All outdoor 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.

Remote Video Inspection uses a video call on a minimum 4G/LTE smartphone or tablet in order to interact with the City inspector. You will need to have a minimum 4G/LTE connection and FaceTime, Skype, or similar App on your phone or tablet for the Remote Video Inspection.

Please note that a six-foot minimum social distancing separation between the inspector and anyone on site is mandatory (more distance is preferred and can be required by the city inspector if determined necessary).

Types of inspections available are limited to occupied residential properties only and are as follows (please note that due to limitations by the state, plumbing and/or electrical remodel projects cannot be performed by remote video at this time):

- Minor residential remodel/renovation projects (600 square feet or less)
- Basement finishes (except plumbing undergrounds or roughs or any electrical work); please note that due to electrical code requirements, basement finish inspections will be limited on what can be remotely inspected as there will be electrical installations that will need to be physically inspected by a city inspector prior to approval of the frame inspection and prior to concealment of any electrical installation (the same applies when plumbing is involved). Due to limitations from the Covid-19 crisis, interior physical inspections by city inspectors are temporarily unavailable but will be added to a list of inspections to be performed upon the lifting of the restriction.
- Furnace replacements (like for like only; appliances that need a new gas piping system or a complete new venting system are not included by remote video).
- Water heater replacements (like for like only; appliances that need a new gas piping system or a complete new venting system are not included by remote video).
Remote Video Inspection Steps

1. Schedule Remote Video Inspection

IMPORTANT NOTES
When entering the contact information for scheduling, be sure to use the name and phone number of the individual that will be on the job site who will be working through the inspection with the city inspector. If we do not have this person's phone number, we will be unable to call them to schedule and conduct your inspection. When scheduling, only schedule once, using only one method (by phone or on the web).

- **Schedule by Phone:** (303) 289-3790.
- **Schedule on the Web:** WWW.c3gov.com

2. Homeowner Confirmation

Provide confirmation that the homeowner is aware that the inspection will be by remote video and that he/she finds that to be acceptable (will need to sign and date the city waiver form).

3. Scheduling the time and day of the inspection:

- The assigned inspector will call the contact person by phone by 8:30 am on the day the inspection is to take place (this would be a good time to ask any questions you may have regarding the inspection).

4. Prepare for Remote Video Inspection

- Prior to the inspection, ensure that the necessary tools based on type of inspection are readily available. For example, carry a tape measure, flashlight, step ladder (for close ups of ceiling, fire blocking, draft stopping, air barriers) etc.
• Be sure the city approved plans are on site for inspection. This should be provided in a manner where the inspectors can look at them without handling them (such as posted in clear plastic on the outside of the building).

5. Prepare to Perform the Remote Video Inspection

• Make sure the smart phone or tablet is fully charged
• Turn off phone or tablet notifications during the video call. Notifications can freeze the video call and can cause delays to the inspection or could require the inspection to be rescheduled.
• Upon the city’s inspector arrival on site, be prepared to perform the remote video inspection under the inspector’s guidance (six-foot minimum social distancing is required at all times; more if determined by the inspector).

6. The Inspection

• Follow step by step instructions given by the inspector
• The remote video inspection shall begin from outside of the home where it can be witnessed by the inspector and then continue into the home and to the area of work to be inspected.
• 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.
• Continue to follow the instructions given by the inspector, and when done with the inspection, keep the video going until you depart from the building and meet up with the inspector.
• The inspector will then leave an inspection report for any items that may need a re-inspection, or he/she will provide an “Approved” inspection report which will allow construction to proceed to the next step.

Inspection Pass or Failure

• The inspector will update our permitting system prior to days’ end after the remote video inspection is completed.