



**County Engineer
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Public Service with integrity

Virtual Inspection Program- Scheduling a Virtual Inspection

Check if your inspection qualifies for virtual inspection (see attached list of eligible types). Some inspections might not be suitable for virtual inspection.

Contractors must submit inspection requests through the online inspection portal within OpenGov with a 7 AM cutoff time for same business day inspections. On-site contact information will need to be provided including name and telephone number. Phone requests cannot be accommodated at this time.

**The inspector may conduct any required inspection, at their discretion, provided code compliance can be validated.*

Prior to the Virtual Inspection

Ensure you have the necessary tools (e.g., flashlight, tape measure, GFCI tester, ladder, etc.)

Have your approved plans, building/permit card (when applicable), and other documents on site.

Everything the inspector needs to see must be visible and clearly shown on video.

If the inspector can't fully inspect remotely, they may require an on-site visit.

Be prepared to answer the call anytime during the scheduled period.

Location services are turned on for the device used in the inspection.

During the Inspection

Follow the inspector's instructions for the walk-through.

The on-site contact conducting the inspection will be responsible for signing the building/permit card (when applicable) to document the virtual inspection.

Do not cover up work that needs correction until re-inspected.

The representative must be able to communicate with the inspector at all times.

After the Inspection

Inspection results will be documented in Opengov shortly thereafter.

Failure to meet these conditions may result in a failed inspection and possible delay for your project.

The Building Official reserves the right to decline participation in this program due to the size, breadth, or complexities of a project.

7/1/25