



Lima-Allen County Building Department Video Inspection Remote (VIR) Program Policy and Procedures

50 Town Square
Lima, Ohio 45801
(419)221-5243

Purpose:

The purpose of the Video Inspection Remote (VIRs) program is to provide an alternative to on-site inspections for situations for follow-up inspections after an inspector has visited the job site in person first. The program requires a client to use the **Zoom on (4G or greater smart phone, tablet or appropriate compatible device)** with audible abilities in order to interact with the Inspector.

Eligible Permits:

- Minor re-inspections
- Electrical Reconnects
- Detached Storage sheds requiring permits
- Residential construction
- Follow-up Inspections (must verify with the inspector)

If you feel your project would benefit from this program but is not on the list above, please contact our Assistant Building Administrator (419)998-5503 to discuss the opportunity for us to better serve your needs.

Note: Based on the complexity of the project it may not be possible to complete the inspection with the Remote Video Inspection program. In that case, the remote inspector will inspect what is possible and make every effort to route a field inspector to complete the inspection the same day. If not possible the inspector will schedule the field inspection for the next business day.

Indemnification/Immunity from Civil Liability:

By using the Remote Video Inspection (VIR), user agrees to defend, and hold harmless the Lima-Allen County Building Department as well as their officials, officers, agents, volunteers, and employees from any claims, damages, and expenses, including attorney's fees, arising out of the use or the user's account for the VIR service whether by negligence or otherwise.

Video Inspection Remote (VIR) program process:

1. Client schedules test to ensure compatibility (419)998-5503 or (419)221-5215.
2. Client calls (419)998-5503 or (419)221-5215 and schedules inspection Date/Time/ Permit #/Street Address/Type of Inspection/**Smart phone or apparatus Number to be used for inspection** requested.
3. The inspector initiates a **Zoom call/message** to client.
4. The inspector directs the client to start the live streaming of what is needed to verify location, work to be inspected and any additional video needed to confirm compliance.

5. The inspection results will be entered in our system for the client to view on our website.

Client Responsibilities:

- 1. 4G or greater wireless Service:**

Ensure your inspection location has 4G connectivity, smart phone or tablet or drone has 4G connectivity. Note that less than 4G connectivity may not provide the speed and clarity required to complete the inspection. If this is the case and the inspector unable to perform the inspection request, the inspection status will be changed to not-ready, conditional, partial, or failed as applicable **See item 7 Below.**

Limitation: Proper lighting, internet connectivity is necessary and physical access.

- 2. Set up Zoom:**

Download Zoom on the smart device and create an account or join meeting.

- 3. Link/s will be provided by Building Department**

- 4. Prepare for the inspection:**

Prior to scheduling, ensure that the necessary tools based on type of inspection are readily available. For example, tape measure, level, GFCI tester step ladder, etc.

- 5. Schedule the Inspection:**

- a. Call (419)998-5541 or email buildingdept@cityhall.lima.oh.us to Schedule.

- b. Provide Date/Time/ Permit #/Street Address/Type of Inspection/Smart phone or apparatus Number to be used for inspection requested.

- 6. Prepare to receive the Zoom:**

- a. Make sure the smart phone/Tablet or apparatus is fully charged.

- b. Respond to any instructions from the building department staff.

- c. Be ready to provide the live video at the scheduled time.

- d. Have the required tools necessary for the inspection.

- e. Turn off notifications that may interrupt/freeze the video inspection, that would cause delays in the inspection. iPhone in setting Tap on “Do Not Disturb”, set “Manual” slider button to be green, Scroll down to “Silence” and Tap next to “Always” to add a check mark.

Android in setting tap Sounds and Notifications, and Under Notifications section “Do Not Disturb, tap “Off”. (Remember to turn back on after your inspection.)

- f. Use ear buds with microphone to improve communication.

- g. Make sure power tools and equipment are not running so that the call audio is clear.

- h. Set your phone so that you have the small screen of what the inspector sees.

- 7. Start the inspection:**

- a. **Begin inspection at the street view looking at the structure.**

- b. **The address must be shown in the initial view or enough visual video so inspector can confirm inspection location.**

- c. **Follow the directions of the inspector.**

- d. **Walk inspection in clockwise direction horizontally.**

- e. **Walk inspection from bottom to top vertically (if multiple floors).**

- f. **Make notes of any correction items.**

8. The inspector will tell you if the inspection passed or items that need addressed. Inspection will be entered into the software and will be available on the City of Lima Web site or emailed upon request

<http://www.cityhall.lima.oh.us/194/Building-Department> .

Amy Harpster
Chief Building Official