REAL-TIME VIDEO INSPECTIONS GUIDELINES

Development and Neighborhood Services

June 29, 2020

Re: Inspections in Occupied Structures

To Our Registered Contractors, Property Owners,

Development and Neighborhood Services (D&NS) is constantly endeavoring to maintain and improve our abilities to serve our stakeholders while protecting our employees. As part of those efforts, the City of Weatherford is suspending in-person inspections of occupied residential dwellings, hospitals, nursing homes, retirement communities, assisted living facilities and any other type of care facilities effective immediately, and continuing until further notice.

Critical inspections (see definition below) or any inspection of occupied dwellings are eligible for the City's Real-Time Video Inspection (RTVI) Program. These inspections will be completed by remote video inspection using a video streaming application such as Skype or FaceTime, as provided in the City's Real-Time Video Inspection (RTVI) Program Inspection Criteria and Guidelines. Following these instructions, the contractor requests the RTVI using our normal procedures over the phone by calling (817) 598-4041. The contractor will then be contacted by one of the City's Building Inspectors to schedule the time the contractor will be onsite to film the inspection through Facetime or Skype. The inspection will then be carried out according to the City's Real-Time Video Inspection (RTVI) Program Inspection Guidelines and Criteria for the specific inspection item. See the Real-Time Video Inspection (RTVI) Program Guideline and Criteria for additional information regarding the RTVI processes and requirements.

For work that is considered non-critical (see below), please notify (D&NS) as soon as the work has been completed following the standard procedures for requesting inspections.

For inspection or permit types that are not included in the definitions below or in the Real-Time Video Inspection Program Guidelines, please contact D&NS for direction.

DEFINITIONS

Critical Inspection: replacement of gas appliances including water heaters and furnaces, gas line repairs, plumbing work that will be concealed, electrical work or repair that requires a meter release to a utility company.

Non-critical Inspection: electrical work or repair that does not require a meter release, window & door replacement, solar panels, HVAC condensers, reroofs with no gas service, and water or sewer work that will not be covered or concealed.

If we may assist you by providing additional information or answering questions, please call 817) 598- 4284.

Respectfully,

Development & Neighborhood Services
City of Weatherford, Texas

Scheduling Instructions for the City of Weatherford Real-Time Video Inspections

To schedule a virtual inspection, call the following number:

817-598-4284 (EXT 1)

Leave a message with the type of inspection, address, and your phone number, Skype ID and/or email address that you used to sign up for Skype.

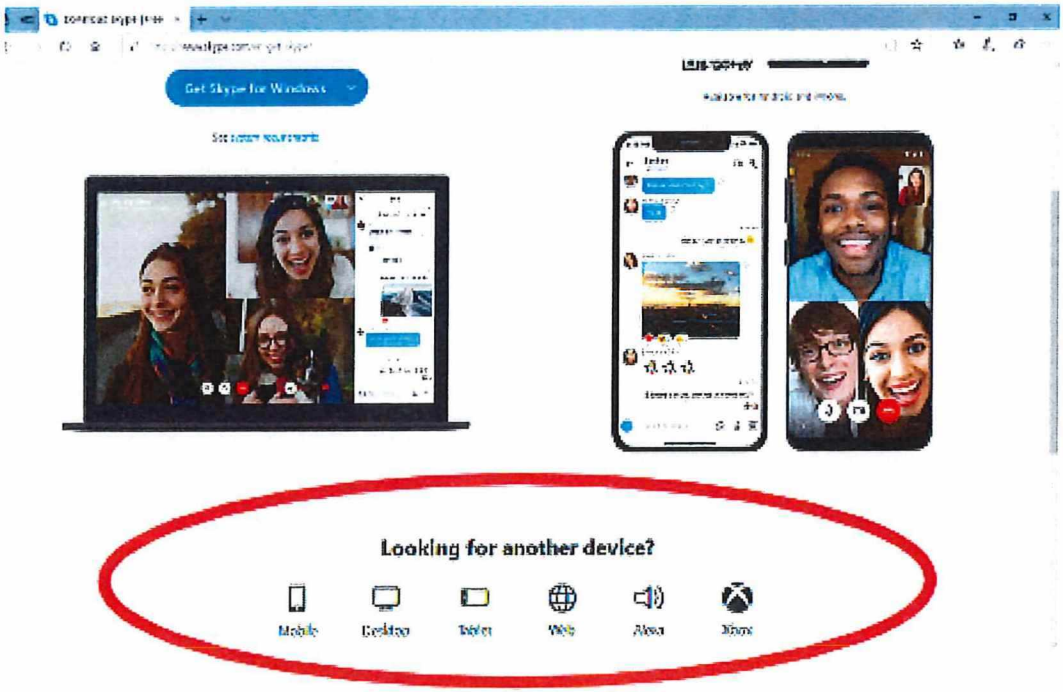
(NOTE) If you have an iPhone then you can request to do a virtual inspection via FaceTime rather than Skype if desired

One of our inspectors will call you on your regular phone the following day to verify your Skype or Facetime info and set-up an exact time for your virtual inspection.

Downloading Skype:

Download Skype to your mobile device or laptop with webcam. **(You will need to have a camera enabled device)**

https://www.skype.com/en/get-skype/



For basic setup and support:

https://support.skype.com/en/skype/all/start/

https://www.wikihow.com/Use-Mobile-Skype

GUIDELINES FOR LIVE REAL-TIME VIDEO ELECTRICAL INSPECTIONS

****You must have Facetime or Skype installed on your phone****

1. Call the inspection line to request your inspection and provide the phone number you will use for the inspection.

2. The inspector will call to schedule the time of the inspection.

3. The contractor is responsible for being at the location at the agreed upon time.

4. The Inspector will call Contractor on Facetime or through Skype at the time of the inspection. There is a five-minute grace period for the inspection to begin and an additional inspection fee may apply if the inspection does not begin at the agreed upon time.

5. Start at the front of property and show front of structure and posted address.

6. Follow **"CRITERIA FOR "REALTIME" VIDEO ELECTRICAL INSPECTIONS AND INSPECTOR CHECKLIST"**

7. If the inspection is **NOT APPROVED**, the Contractor will receive an email from the inspector with a copy of the **CORRECTION NOTICE** attached.

CRITERIA FOR REAL-TIME VIDEO ELECTRICAL INSPECTIONS AND INSPECTOR CHECKLIST

****You must have Facetime or Skype installed on your phone****

The inspection must include the following as is applicable to the work:

1. Proper outlets, switches and cover plates
2. Appliance and luminaire installations
3. Breakers labeled at panel
4. Disconnects labeled
5. 6' separation on ground rods
6. AFCI breakers for all new circuits
7. Panel – bonding, grounding and bushings
8. Tests for AFCI/GFCI outlets and circuits for proper wiring
9. Additional work as requested by inspector

**** Please see "GUIDELINES FOR LIVE - REALTIME VIDEO ELECTRICAL INSPECTIONS ****