

CULPEPER COUNTY BUILDING DEPARTMENT
VIRTUAL BUILDING INSPECTION POLICY AND PROCEDURE

EFFECTIVE MARCH 24, 2020: Due to the COVID-19 outbreak, virtual inspections will be only building and trade related inspections for **occupied residential dwellings** until further notice.

Virtual inspections, an efficient alternative to in-person inspections, enables prompt service, productive follow-ups, and more specific scheduling. Virtual inspections are conducted between a customer and County inspector by using a video call on a smart phone.

Requirements

All building-related inspections (building, electrical, mechanical, plumbing, energy) may be considered for virtual inspections, however, based on the size and/or complexity of the project it may not be possible to conduct virtually. Note: Inspection complexity will be determined by the inspector.

- Customers must have a smartphone connected to WIFI or 4G wireless service.
- Google Duo (all devices) is required to host the video call. Check your mobile device's app store to download. Additional apps may be offered as this program expands.
- If poor or no cell service is available, digital photographs will need to be emailed to inspect@culpepercounty.gov, the inspector will review the photos and determine his results. A limit of (3) photos per email is necessary due to the restrictions of the County's email server. Unfortunately, this process will take longer to complete.

Process

1. Schedule your inspection. All virtual inspections must be scheduled in advance:

- Schedule a regular inspection (i.e., rough-in concealment, footing, final):
 - Via email at inspect@culpepercounty.gov
 - By phone: (540)727-3405.
 - Be sure to provide the cell phone # that will be used for the inspection and the individual receiving the call. If a contractor is involved with the project, it would be beneficial to have him/her onsite for walk through as they are familiar with the inspection process and terms.
- **IMPORTANT:** Identify the method of video call you intend to use (Google Duo)

2. Prepare for your virtual inspection:

- Ensure you have the necessary tools (based on the inspection type) readily available. For example, a tape measure, level, GFCI tester, step ladder, and/or flashlight.
- Make sure your mobile device is fully charged.

- Turn off phone or tablet notifications. Notifications can freeze the video feed during the call and could cause delays or require the inspection to be rescheduled.
- When using the “Typical Finished Basement Details” package, please review thoroughly as there will be several terms listed that the inspector will use during his direction of the inspection.

3. Customer Contact:

- On the day before your inspection, check for your permit # in one of the 2 hour time slots on our website at <https://web.culpepercounty.gov/Government/DepartmentsA-C/BuildingDepartment>
- Or dial (540)727-3405 option 2 and listen for your permit #.
- The inspector will contact you via cell phone to initiate the inspection process during the allotted time slot.
- Please be available during the entire time slot, the inspector will make (3) attempts during a 15-minute period, if unsuccessful, the inspector will fail the inspection(s) and the emailed report will reflect this result. It is the applicant’s responsibility to re-schedule the inspection.

4. Accept the incoming video call initiated by your inspector.

5. Walk through your inspection with your inspector, noting the following (if applicable):

- Follow directions from your inspector.
- Begin at street view looking at structure with the address showing.
- Walk the inspection in a clockwise direction.
- Walk the inspection from bottom to top, if multiple floors. If residential, top to bottom to follow load path if applicable.
- Make note of any items that require correction.

Inspection Results

Your inspector will tell you in the video call if the inspection has passed or failed.

Results will be processed in the permitting system and emailed to the contact listed in our permit system.

If the inspection failed:

- Comments will be listed in the emailed inspection report.
- The inspector will determine if additional fee(s) for re-inspection is required.