



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 and specific new residential and commercial construction** 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, signage) may be considered for virtual inspections (see Inspection List), 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 or iPhone Facetime (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.
- In areas with 4G cell signal, live stream via Google Duo or iPhone Facetime. Areas with weak signal the combination of video and photos will be used.

The following are examples:

- **Photos:** Fire blocking, draft stopping, outdoor trade terminations, outlet spacing, electrical box fill, plumbing GWP and rough in, sewer tie in, sewage ejector, combustion air for gas appliances, return air, new duct work and insulation.
- **Video Operation of Devices and Fixtures:** GFCI and Arc Fault protection, bath fan, water temperature (meat thermometer is adequate), water closet flush, smoke/CO2 detectors.

Note: Your inspector will determine the method of photo/video delivery.

Process

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

- Schedule a regular inspection (see Inspection List):
 - Via email at inspect@culpepercounty.gov
 - By phone: (540)727-3405 Option 1

- **Inspection time slot:** A 2-hour time slot shall be scheduled for the requested date or next availability.



(GFCI Circuit Tester with Trip Button)

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, flashlight and thermometer (water temperature, cooking meat type is adequate)
- 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 prior to the inspection and have onsite 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

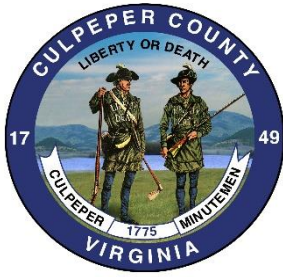
Your inspector will tell you in the video call if the inspection has passed or failed.

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.

****After Hours Inspections:** Virtual after hour inspections are also available and are limited to the attached inspection list and Building Department Policy for availability. **\$125.00 flat fee.**



Virtual Inspections List

Existing Residential Dwellings:

1. Existing basement alterations, Basement Package and Drawn Plans
2. Gas furnace replacement (existing gas line, no new installation or alteration)
3. Gas water heater replacement (existing gas line, no new installation or alteration)
4. Water service lateral replacement
5. Sewer lateral replacement
6. Electrical service upgrade up to 400 amps.
7. Insulation

New Residential Construction:

1. Water service lateral
2. Sewer lateral
3. Ground Plumbing
4. Insulation
5. Framing, MEP and Final **re-inspections** (Initial close-in and gas line reinspection's shall require an onsite visit)

New and Existing Commercial Construction:

1. Wall mounted and projecting signs
2. Re-Roofing and Roof Repairs