



Department of Planning

POLICY NOTICE

PN 0004 - May 2020

VIRTUAL INSPECTION

Purpose

The Department of Planning in an initiative to improve customer service has developed this Policy Notice to advise the public of changes in policy that may affect building inspections. The Department of Planning will implement a Virtual Inspection Program to complement various field inspections.

Requirements

The Remote Virtual Inspection Program is limited in scope, some projects are not conducive to virtual inspection. Drones currently do not form part of the Remote Virtual Inspection program. The requirements for the program are as follows.

- The inspection request is to be requested through the Department of Planning Online Planning System OPS
- The contractor will verify that the requested virtual inspection is on the approved Remote Virtual Inspection list.
- The person conducting the virtual inspection must be licensed as applicable and can conduct the inspection safely.
- The applicant/contractor must provide the name, email, and phone number of the person that will be conducting the remote virtual inspection.
- The applicant/contractor must have a smartphone or tablet with a built-in camera of 8 megapixels or better, that can connect to a 4G or Wi-Fi wireless network.
- The inspection will be conducted using video calls with one of the following ZOOM, Facetime, WhatsApp, WebEx App. The inspector will confirm with the contractor which system will be used for the inspection.
- Virtual inspections should not take more than 30 minutes to complete.
- By scheduling a Remote Virtual Inspection, the contractor/applicant agrees that if something is missed or covered, it does not remove their obligation to remedy any deficiency subsequently identified.

The following list outlines the inspection areas that are part of the virtual inspection program.

BUILDING INSPECTIONS

- Roof nailing
- Pool structural
- Pool final
- patio/decks
- Re-inspections

ELECTRICAL INSPECTIONS

- Bonding
- Slab
- Pool bonding
- Load/Datalogger
- Temporary
- photovoltaic systems roof equipment
- Re-inspections

MECHANICAL

- Rough-in
- Re-inspections

PLUMBING

- Septic
- Re-inspections

ELEVATOR

- Minor Alteration/Repair inspection
- Areas that require the inspector and contractor to be within the social distancing requirements
- Correction inspection

Virtual Inspection Guidance

- Please do not request a Remote virtual Inspection if you have already requested a normal field inspection.
- Virtual inspections are limited and do not include final inspections other than Planning Finals.
- The contractor/applicant must download one of the required inspection App onto their smartphone or tablet and test it before scheduling a remote virtual inspection.
- The use of headphones with incorporated mic is recommended to improve voice communication.
- The area(s) requiring inspection must have sufficient lighting
- Upon accepting the call and establishing an inspection protocol with the inspector, you will likely need to set your video so you have a small view of what the inspector sees.
- A remote virtual inspection will mostly require an inspection to start at the entrance of the property or building requiring inspection.
- During the inspection process, the contractor will follow inspection guidance as requested by the inspector.
- Cross-talking and background noises should be avoided during the inspection.
- Virtual Inspections are **not** required to be recorded and saved to OPS

- In addition to a Remote Virtual Inspection, the inspector may require photos to complete and approve the installation.
- Photos are allowed when approved by the inspector. If approved by the inspector photos must demonstrate the complete installation.
- Report where required must be uploaded into OPS before or during inspection scheduling
- Based on either video quality, technical difficulties, or the scope and complexity of a Remote Virtual Inspection, the inspector may not be able to complete and approve an inspection virtually. If such occurs, the inspector will reschedule a field inspection or virtual inspection for the same day or the next working day, as applicable.
- Re-inspections will require another inspection to be submitted.
- Remote Virtual Inspection applies to normal working hours and does not include weekends or public holidays, except as otherwise authorized by the Building Official.

For additional information, please email the Department of Planning at info@planning.gov.ky or call (345) 244-6501 or visit our website at www.planning.ky.