



CITY OF FORT WALTON BEACH

Growth Management Department

Inspections • Building • Planning

105 Miracle Strip Pkwy SW • Fort Walton Beach, FL 32548
850.833.9605

Virtual Inspections Policy and Procedures

Inspections will be conducted in the same manner and practice as onsite inspections but with the aid of technology to conduct inspections remotely and in a more efficient manner for the customer.

Policy and Procedures:

The following policy and procedures are to ensure the that the licensed inspector has control over the inspection, has verification capabilities, and among other reasons. Failure to follow the required policy and procedures will result in a failed inspection and the re-scheduling of an onsite inspection.

What you need:

Contractors must have the following list to complete a Virtual Inspection:

- Mobile Device with Facetime or Skype;
- Compatibility: iPhone 5 or newer, Android 4.0 or later;
- Tape measure;
- Torpedo level;
- AHRI Matching Certificate for the equipment installed;
- Manufacturer's Instructions and,
- Flashlight (if needed)

Inspection Types: The following inspections are examples of allowable virtual inspection. Contact our office to see if your inspection qualifies for a virtual inspection if it is not listed:

- Existing sewer replacements
- A/C or HVAC unit changeout
- Duct work replacement
- Water Heater Replacement
- Window/Door Replacement
- Interior electrical rewires and panel changeout

Preparing for virtual inspections:

- The contractor must obtain the required City of Fort Walton Beach virtual inspections stickers from the Growth Management Department. The stickers can be obtained during the permitting process or schedule an appointment by calling 850-833-9605 or 850-833-9927 and a staff member will meet with you to provide the inspections stickers.

- The contractor must use a smartphone that has high definition, 1080p capabilities, and conduct the inspection with the Skype or Facetime Apps.
- Video Inspections must be scheduled no later than the day before the requested inspection date (24-hour notice). Call 850-833-9605 or 850-833-9926, or email building@fwb.org
- You may schedule a Virtual Inspection in advance to ensure the day and time you need is available.
- Monday -Thursday will be available for scheduling virtual inspections.
- Inspections may be rescheduled at no extra cost if conditions outside of the permit holders control exist and does not allow the inspection to take place.
- Inspections will be scheduled in 30-minute intervals between the hours of 8am-9am, 10am-11am, 12pm-1pm. The average virtual inspection is approximately 10 to 15 minutes.
- The inspection will take place with the permit holder or their authorized agent.
- Do not complete the work and ask an owner to complete a virtual inspection on your behalf, this will result in an incomplete inspection and will be **Failed**.
- Homeowner who have acquired an **Owner/Builder** permits must obtain permission from the Building Official prior to scheduling a virtual inspection.

Performing virtual inspections:

- Make sure your device is compatible prior to scheduling an inspection.
- An inspector will contact you via Facetime or Skype just prior to your scheduled inspection time.
- Have the permit and completed sticker ready for the inspector.
- The inspection will begin at the locations mailbox to ensure the physical location is correct and coincides with the permit.
- The permit number and address will be verified by the inspector.
- The inspector oversees the inspection, the permit holder/authorized agent must follow all directions of the inspector.
- The provided sticker will be permanently affixed at the location directed by the inspector.
- Once all necessary items have been viewed the inspector will end the scheduled inspection by confirming the inspections results with the contractor. The inspector will then result the inspection and the contractor will receive a result via email.
- Initial inspections are covered in the cost of the permit when issued. All re-inspections will have the same penalties applied as any other re-inspection.

Advantages:

- No more waiting for the inspector to arrive or the customer having to take a whole day off from work.
- Makes it easier to get permits closed out.
- Scheduled inspection times.