



VIRTUAL INSPECTION PROCESS

Manatee County Building & Development Services Department is pleased to offer customers the option for Virtual Inspections for the following permit types:

- Residential Roof Express
- Door/Window Inspections Only (Change Out Size for Size. No Shutters)

The Virtual Inspection method is quick and easy and allows County Inspectors to clearly see and then certify thereby ensuring that all safety requirements and building codes are met.

What Inspections Can be Done via Virtual Inspection?

The listed below are the inspections available for scheduling virtual inspections at this time, unless determined otherwise a County Inspector due to the complex nature of the job or job site.

Residential Roof Express Inspection

- 800 – COMBINED DRY-IN, FLASHING & IN PROGRESS
- 801 – ROOF DRY-IN & FLASHING
- 802 – ROOF SHEETING/RE-NAILING
- 804 – ROOF IN PROGRESS
- 805 – PRE-INSPECTION (ROOF OVER)
- 803 - ROOF FINAL

Door/Window Inspection

- 108 – FRAME (FLANGE WINDOW/WOOD FRAME HOUSES)
- 117 - BUILDING FINAL

If a County Inspector is not able to complete an inspection via the Virtual Inspection Program, every effort will be made for a field inspector to physically complete inspections on the same day or next business day.

Virtual Inspection Process

First and foremost is safety. The person at the job site must be able to perform the Virtual Inspection safely. Unqualified persons climbing on a roof is not allowed. The Virtual Inspection will be rescheduled if that activity is observed. You can refer to ICC for additional resources

http://media.iccsafe.org/2020_MarComm/Remote_Video_Insp_FINAL_w_Covers.pdf

- Download from the App Store or Google Play Microsoft Teams App to your device prior to your scheduled inspection
- Prior to the inspection, the necessary tools based on type of inspection must be readily available.
- Make sure the smart phone or tablet is fully charged.
- Be ready to accept a video call at the scheduled time and respond to requests from the Inspector.
- Turn off phone or tablet notifications during the video call. Notifications tend to freeze a video call which could cause delays or for the inspection to be rescheduled.
- Ensure your inspection location and your smartphone or tablet has 4G connectivity. If your device cannot maintain a 4G connection, remote live video inspection will not be possible.

Steps to Request a Virtual Inspection

1. Schedule a Virtual Inspection by signing into your Online Services account or you can scan the following QR Code



2. Remember, this person *must* be prepared to interact with the Inspector for the Virtual Inspection.
3. Inspection day: Be available and on the job site during the pre-determined time. The assigned County Inspector will initiate the Virtual Inspection through Microsoft Teams.

During the Inspection

- Establish connection with inspector.
- Begin your inspection at street view looking at the structure with the address showing.
- Please keep background noise to a minimum and be ready to respond to instructions from the County inspector. Remember the inspection is not complete until the County inspector has verified all the work and is satisfied the installation meets the requirements of the Florida Building Code.
- Listen and follow the directions of the County Inspector.
- For the **Roof Inspection** the County Inspector will be inspecting the following:
 - Show Drip Edge over-laps and nailing
 - Peel and Stick/Underlayment and Florida Product Approval Information
 - Starter Shingle and Shingle Nailing
 - Valleys if applicable
 - Make note along the way of any items that need to be corrected.
- For the **Door/Window Inspection** the County Inspector will be inspecting the following:
 - All NOA's and Installation information, locations of windows or doors being replaced to be uploaded to permit Documents
 - NOC if required, uploaded to documents
 - Building address numbers will be required to start inspection process.
 - Inspector will communicate what steps they want to satisfy inspection.
 - Make note along the way of any items that need to be corrected.