



# DEPARTMENT OF COMMUNITY DEVELOPMENT VIRTUAL INSPECTIONS

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**Physical Address:**

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**Webpage & Application Submittal:**

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## WHAT IS A VIRTUAL INSPECTION?

A virtual inspection allows our city inspector to remotely view a construction site in real time using a phone or tablet video camera controlled by the contractor or owner while on-site

We currently are able to conduct certain inspections through:



DUO



FACETIME



ZOOM

## TYPES OF INSPECTION

Currently we can accommodate virtual inspections for many single-family residential plumbing and mechanical projects. Below is a list of types of inspections we can perform virtually. Other inspections may be possible upon request; please feel free to ask.

- Water Heaters
- Heat Pumps
- Furnaces
- Code Enforcement Verification
- Air Conditioners
- Generators
- Signs
- Landscaping (certain small-scale)

**NOTE:** Depending on circumstances and the quality of the video, a follow-up in-person inspection may be required.

## GETTING STARTED

Before requesting an inspection please make sure you have the following:

- Internet or data access     Device with camera     Downloaded app     App account created

## BEFORE YOUR INSPECTION

- Check the inspection area to ensure your device has adequate 4G, LTE, or Wi-Fi connectivity.
- Make sure your device is fully charged and notifications are turned off that may interrupt your inspection session.
- Use a rear-facing camera setting so you can see the same view as the inspector.
- Turn up your volume and make sure equipment and background noise is minimized during inspection.
- You may want to use earbuds or headphones to better hear the inspector.
- Ensure adequate lighting is provided to the inspection area. A flashlight might be needed to view dark areas.
- Have a tape measure ready.

## SCHEDULE YOUR INSPECTION

**EMAIL:** [inspections@auburnwa.gov](mailto:inspections@auburnwa.gov) Please include the following:

1. Request for virtual inspection including which app (DUO, Facetime, or Zoom)
2. Permit Number
3. Job Site Address
4. Your Name and Phone Number
5. Type or Description of Inspection to be Performed

The cutoff time for inspections is 4:00 PM on business days. Inspections will automatically be scheduled for the following business day unless you request otherwise. No advance confirmation of the inspection will be given.