

## Remote Video Inspection Guide

### Remote Video Inspection (RVI)

Helping to prevent the spread of COVID-19 and ensuring the health and safety of Edmontonians, contractors and inspectors is a top priority for the City. Remote Video Inspection (RVI) is an inspection option during the COVID-19 emergency for Safety Codes (Building, HVAC, Plumbing, Gas and Electrical) inspections where structure, elements or inspection components review can be satisfied by remote video review. It enables virtual inspections through connected cellular mobile devices: one operated at the building location by the permit holder or other qualified RVI participant and the other by a Safety Codes Officer (SCO) at a different location.

### What projects qualify for inspection through the RVI method?

RVI is currently available for Safety Code building and trade permit inspections (Building, HVAC, Plumbing, Gas and Electrical) of occupied spaces within occupied residential and commercial locations. This includes, but is not limited to, Safety Codes inspections for Home Improvement Permits and Homeowner Trade Permits for interior alterations, basement developments, additions without a separate entrance, and occupied commercial locations where distancing or other safety protocols cannot be met. RVI is also intended for occupied commercial locations where distancing or other safety protocols cannot be met.

In-person inspections continue to be required for unoccupied residential and commercial construction sites, and exterior structures (eg. decks). Re-inspection of corrected safety codes deficiencies from earlier physical inspection or RVI may be conducted using the Verification of Compliance (VOC) method, which involves photo evidence and a declaration that deficiencies identified at a previous inspection have been rectified. For more information on these inspection methods, please refer to the how do I obtain this service section on [edmonton.ca/safetycodeinspections](http://edmonton.ca/safetycodeinspections).

### How do I request a RVI?

Permit holders may request a RVI by

- contacting the respective tech advisor desk
  - Building permit inquiries: [BuildingIC@edmonton.ca](mailto:BuildingIC@edmonton.ca) or 780-496-3140
  - HVAC inquiries: [HVACTechDesk@edmonton.ca](mailto:HVACTechDesk@edmonton.ca) or 780-496-3118
  - Plumbing and Gas inquiries: [PlumbingAndGasTechDesk@edmonton.ca](mailto:PlumbingAndGasTechDesk@edmonton.ca) or 780-496-3117
  - Electrical inquiries: [ElectricalTechnicalAdvisors@edmonton.ca](mailto:ElectricalTechnicalAdvisors@edmonton.ca) or 780-496-6674
- calling 311, who will direct the caller to the respective tech advisor desk
- Using the 'Inspection' tab tick box/comment box within the [SelfServe](#) project account (available starting late May 2020)

For **Gas Permits only**, the pre-inspection information listed at the bottom of this document must be provided when requesting a Gas RVI. When requesting the inspection through your [SelfServe](#) account, this information

must be entered in the 'Inspection' tab textbox of the project. If the submission details are not satisfactory, no RVI will be scheduled.

### **How will I know if my RVI request has been approved?**

Suitability of inspection through RVI is decided by the SCO considering:

- if AHS/City minimum physical distancing from other workers or occupants is achievable
- whether vulnerable, ill, isolating or self-isolating occupants are expected to be present
- SCO comfort with the known and unknown factors of the site
- inspection urgency
- the portion of the project to be inspected can be adequately reviewed by RVI

Based on these criteria and any unique/mitigating circumstances, your request for RVI will be

- **Offered** when, upon review of the inspection details, the project appears to be a good RVI candidate. The Safety Codes Officer will telephone to advise you that your project qualifies for an RVI inspection.
- **Denied**, with reason provided by phone and email, and a physical inspection will be scheduled. If physical inspection is not possible due to safety concerns, the project must pause until concerns are satisfied. If pre-inspection information for Gas Permit only is unsatisfactory, no RVI will be scheduled.

### **What are the next steps if I am approved for RVI?**

If you **agree** to the terms of RVI in general and wish to proceed, the SCO will discuss with you:

- **Who** intends to be the site RVI participant. The trade permit holder requesting the inspection is expected, however if necessary an alternate, such as the building permit holder (if there is one) or the owner, may be the site RVI participant.
- **When** the RVI is to be conducted, and commitment from the RVI participant for the estimated time needed to complete the inspection.
- **What** must be available for RVI: flashlight, large-print tape measure and multi-driver.
- **How** the video call will function. We are currently using [Google Duo, FaceTime and WhatsApp](#) technology.

### **How will the actual RVI work?**

- **To start the RVI**, the SCO will contact you, the RVI participant, at the arranged time and telephone number. We are currently using [Google Duo, FaceTime and WhatsApp](#) technology. If no satisfactory connection is established within 10 minutes, the inspection outcome is 'Unable to Access'. If you do not want to proceed, the inspection outcome is 'Not Ready'. Standard reinspection fees apply to any unsuccessful RVI. If connection is not established due to issues arising on the part of the City of Edmonton, the RVI will be rescheduled at the permit holder's convenience (and no re-inspection fee will apply).
- **During the RVI**, if the SCO discontinues the RVI due to 'too many infractions', 'unsafe condition' for the RVI participant, etc., the RVI outcome is 'Infraction'. As in any unsuccessful inspection, standard reinspection fees apply. The SCO may request some still photos for City records during the RVI, just as for physical inspection.

### **How will I be informed about the outcome of the inspection?**

**After the RVI**, an inspection report will be prepared by the SCO and emailed to the permit holder and the owner/agent and stored in the project SelfServe record, just as it is for physical inspections. If justified, a sticker can be mailed to the site to be placed on/near the inspected work, however the permit office record governs over any sticker at any site.

To maintain integrity of the RVI system, any RVI is subject to audit, up to and including physical site visit.

**Gas Permit only information to be supplied at time of requesting RVI**

**Note: If the required pre-inspection submission requirements are not satisfactory, no RVI will be scheduled.**

**Furnace and/or Water Heater Replacement**

**Written Information to be submitted when permit holder requests RVI**

1. Make, Model and BTU load of appliance(s)
2. Commissioning report and heat loss calculation
3. Length of new gas piping for the appliance, and brand of piping if using CSST
4. Size, type, number of 90s and 45s, and total length of vent piping (including termination fittings and piping)

**Gas Fireplace**

**Written Information to be submitted when permit holder requests RVI**

1. Make, Model and BTU load of appliance(s)
2. BTU load of **all other appliances** in house( i.e., gas range, furnace, HWT, BBQ, garage unit heater etc.)
3. Longest run of gas line in house
4. Length of new gas piping for the appliance, and brand of piping if using CSST
5. Manufacturer specifications showing clearance requirements from combustibles
6. Will be inspected only if installation is a home-run-style gas line; **No** Tee systems

**Gas Range/ BBQ**

**Written Information to be submitted when permit holder requests RVI**

1. Make, Model and BTU load of appliance(s)
2. BTU load of **all other appliances** in house( i.e., gas range, furnace, HWT, BBQ, garage unit heater etc.)
3. Longest run of gas line in house
4. Length of new gas piping for the appliance, and brand of piping if using CSST
5. Test pressure and time under test