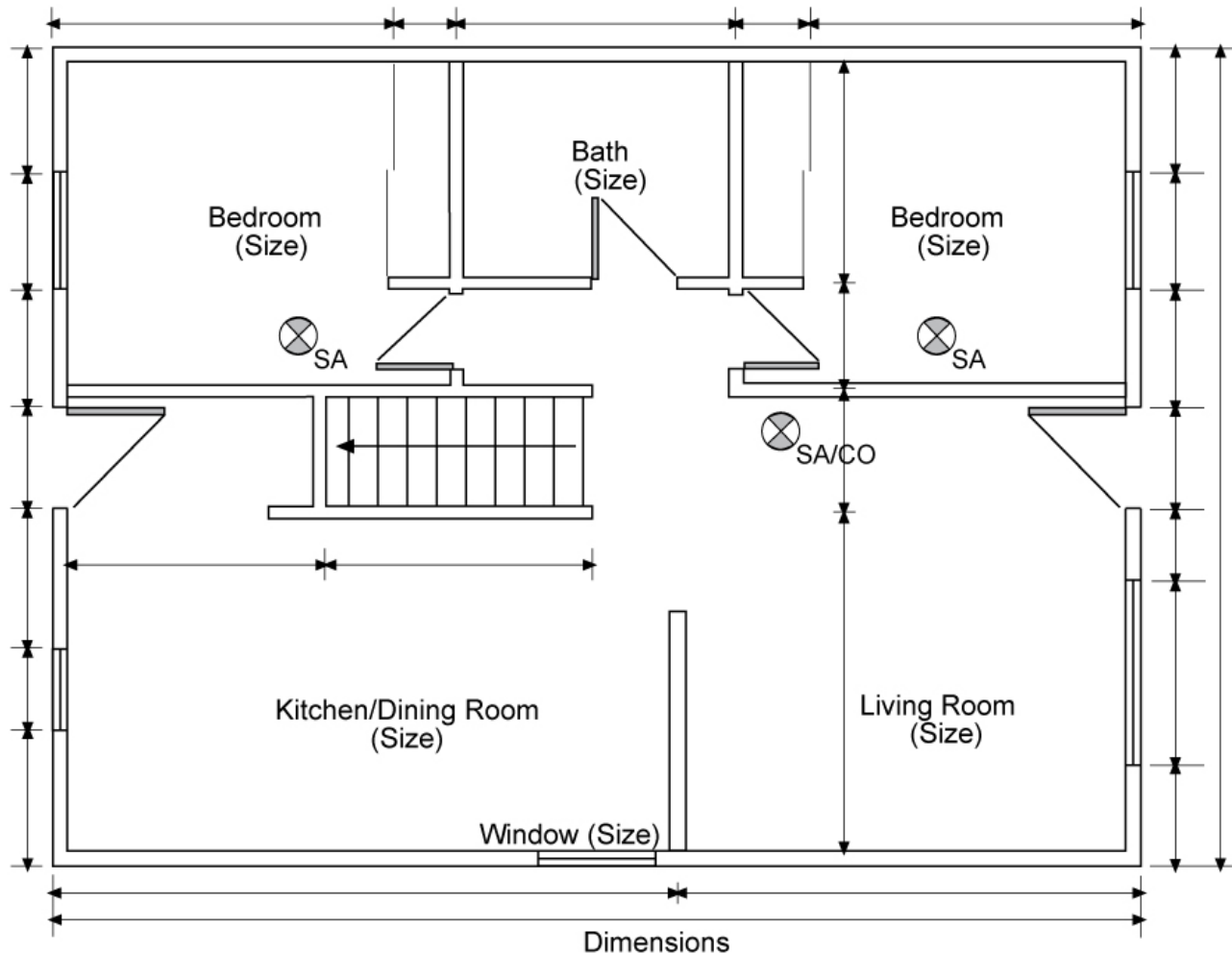


## Alternate Video Inspections Applicant Checklist

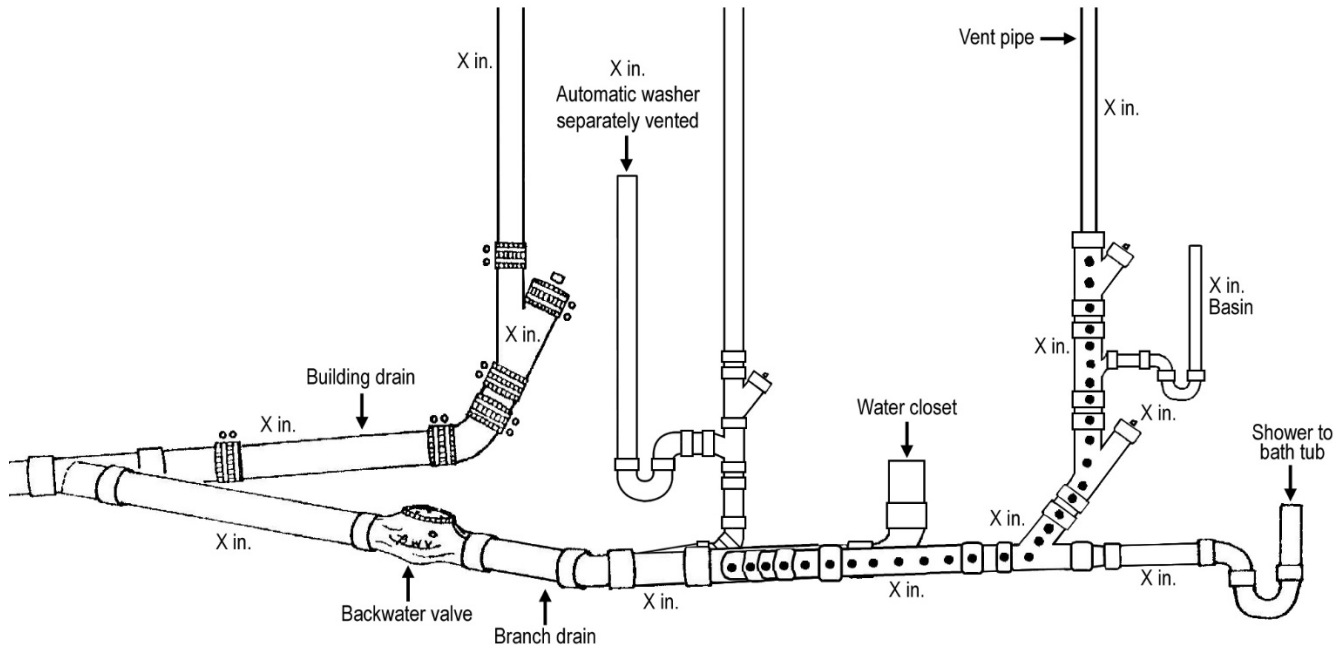
The Alternate Video Inspections (AVI) program was developed as an alternative to in-person interior, occupied residential inspections.

1. Prior to your AVI, please complete the following:
  - Download and install the [Google Duo](#) video conferencing app on your smart phone.
  - Log in/sign up with a Google/Gmail account and phone number.
  - Open and test the app to ensure everything is functional before your inspection.
2. Floor plans (AVI Plans) specific to the scope of work must be submitted to [Permits Online](#) before the appointment can be scheduled. The information on the drawings must include size of rooms and basic dimensions. See example below.

**Note:** AVI Plans are not required for air conditioner, hot water tank, and gas or electric furnace installations.



3. A diagram (AVI Plans) for underground plumbing installations must be submitted through [Permits Online](#) before the appointment can be scheduled. Identify all plumbing fixtures, pipe sizes, locations of backwater valves, cleanouts and vents to be included in the scope of work. Please note that the submission of this drawing does not ensure code compliance. This will be determined through the inspections process. See example below.



4. Complete, sign and submit the [AVI Application Declaration](#) through [Permits Online](#) prior to scheduling an appointment.
5. To assist with the inspection, the following tools will be required:
  - A fully charged smart phone.
  - A tape measure (25 ft. is recommended)
  - A flashlight, or other means of lighting the area to be inspected.
  - A receptacle polarity/GFCI tester (for final inspections involving electrical installations).
  - A torpedo level (for rough-in and underground plumbing installations).



All inspections are scheduled for morning (9 a.m. – 12 p.m.) or afternoon (12:30 p.m. – 4 p.m.) appointments. On the day of your scheduled inspection, you must be available for the entire morning or afternoon. The inspector assigned to the AVI will initiate the call. Answer the incoming call using the [Google Duo](#) app, and follow their directions.

At any point during the AVI, the inspector may terminate the inspection if:

- they see something that is unsafe.
- the video quality is insufficient to complete an inspection.
- the submitted documentation is determined to be inadequate.

At that point, an onsite inspection will be required.

We encourage the use of Wi-Fi if possible, to assist with video connection and quality issues.