



## Virtual Inspections

The health, welfare and safety of our citizens is of the utmost concern for this office. Whether you are an occupant of a structure, a construction worker, or a Township of Brick employee, we are striving to balance everyone's safety with the goal of not unnecessarily delaying construction projects. Considering these competing objectives, on a limited basis, for certain types of inspections, we are offering virtual inspections using video conferencing software.

A virtual inspection allows an inspector to remotely view a site using a webcam controlled by the property owner or contractor. We are currently using Zoom, a free video conferencing software to perform virtual inspections. Instructional videos for using Zoom are available at <https://support.zoom.us/> and on <https://www.youtube.com/>.

**Executive Order 122 prohibits certain types of construction from being performed at this time. No inspections, virtual or otherwise, will be conducted on work that is prohibited by Executive Order 122 or other state or local emergency measures.**

### Inspections that can be performed virtually

- All Construction Subcode inspections (building, electrical, mechanical, fire, and plumbing) *may be considered* for virtual inspections. However, based on the size and/or complexity of the project, it may not be possible to conduct the inspection virtually. **Note: Inspection complexity will be determined by the inspector.**
- All virtual inspections must be capable of demonstrating code compliance. Limited visibility, difficult access to all areas where work has been undertaken, or other hindrances will prevent a virtual inspection from being conducted.

### Device Requirements

- A Smartphone, tablet or other camera equipped device that can easily be moved about the work area must be available. The device must:
  - Be able to connect to the internet
  - Have already been loaded with the Zoom app, available for free wherever you download your apps
  - Be fully charged so the inspection will not be interrupted due to short battery life

## Prepare for your virtual inspection

- If possible, temporarily turn off notifications other than texts. Notifications can cause the video to freeze causing delays. You will be notified of the meeting by text, so only turn that notification off after you have joined the meeting
- Based on the inspection type, have necessary tools available. (i.e. a tape measure, appropriately sized level, GFCI tester, ladders, screwdriver, etc.)
- Illumination is required. You must have an appropriate light source. If the inspection is in an area that has limited light the illumination from your recording device may be inadequate. Be prepared with a flashlight or other light source
- Familiarize yourself with Zoom. Learn how to:
  - join a meeting
  - activate the microphone
  - activate the video

## Process

- Scheduled a virtual inspection by calling 732-262-4627.
- Provide an email address and/ or a phone number **capable of receiving texts**
- It will not be possible to provide an exact time for the meeting. This office will try to give as much advanced notice as possible. You will receive a text when the meeting will begin.
- The inspection will begin outside the structure with the exterior of the house visible.
- The approved plans must be outside of the structure in a safe location for retrieval by the inspector.
- The appropriate contractor must be present.
- If additional individuals are to be included in the meeting they will be muted. Only one person shall be able to address the inspector.

**All virtual meetings will be recorded and saved by this office. They will be a public record.**