

City of Santa Cruz Building & Safety Division

Remote Inspection Guidelines

In an effort to exercise flexibility during these uncertain times resulting from COVID-19 and to take measures to keep the public and our inspectors as safe as possible, the City of Santa Cruz Building & Safety Division will have an option for Virtual Inspections. In some cases, such as enclosed occupied spaces, this will be the only option for inspection.

1. Applicant has an active valid permit for the work.
2. Applicant calls and requests an inspection for a “remote inspection” through the normal methods (Inspection request phone line) and includes the point of contact (POC) for the inspection and their phone number.
3. A building inspector will determine if the requested inspection is acceptable to be performed by remote inspection the afternoon prior to the requested inspection and set a tentative time (am or pm). The time and communication method will be confirmed the morning of the inspection.
4. POC has a fully charged smartphone or tablet and has Facetime or Zoom available.
5. Inspector and POC join meeting on their devices and enable their video. Recording shall not be conducted by either party.
6. POC is instructed hold the camera in place until the inspector directs the camera elsewhere (beginning with showing the inspector the house address numbers, if needed). POC must be qualified and able to safely navigate construction site throughout remote inspection process.
7. Inspector signs off inspection in tracking system or sends a copy of correction notice same day.

Remote inspections may include: Interior remodels, Water Heaters, Gas pressure tests, Insulation, Temp/Permanent power, Reroofs, Water/Sewer service lines, HVAC change outs, re-inspections, Solar and others on a case by case basis.

Equipment Needed: Please ensure you have the necessary tools readily available to allow for the inspection.

- A steady internet connection/WiFi
- Mobile device
- Tape measure
- Flashlight
- GFCI tester
- Ladder
- Or other tools to facilitate the inspection