

Guidelines for Remote Video Inspections (RVI)

Planning and Development Services Department

www.lawrenceks.org/pds

Building Safety Division inspection staff will accommodate requests for Remote Video Inspection (RVI) in lieu of physical jobsite inspection visits in accordance with the below listed guidelines. Inspections eligible for RVI are listed in items 1 and 2 below. **Contractors are encouraged to utilize RVI for all equipment replacement work and for electrical service upgrade work.** As with standard inspections performed on-site, only persons 18 years of age and older will be eligible to participate in RVI inspections.

1. RVI may be requested in lieu of jobsite visits for work on existing homes and dwelling units, and for existing businesses, as listed:
 - a. Installation of new or replacement water heaters, furnaces, air conditioning units and other plumbing or heating and air-conditioning equipment.
 - b. Repair or upgrade of electrical services.
 - c. Renovation work on occupied homes or dwellings at the discretion of the inspector.
 - d. Concrete slab, foundation wall, or other limited items of construction at the discretion of the inspector.
NOTE – footing or other inspections where placement on lot perspective is need will not be eligible for RVI.
 - e. RVI may be requested for other work with prior approval of inspection staff where health or safety may dictate, such as work on roofs or in confined spaces.

2. RVI may be requested in lieu of jobsite visits for work on new construction projects, as listed:
 - a. Concrete slab, foundation wall, partial framing (such as for partial inspection of concealed spaces for fire-resistive assemblies) or other limited items of construction at the discretion of the inspector.
NOTE – footings or other inspections where placement on lot perspective is needed will not be eligible for RVI.
 - b. RVI may be requested for other work with prior approval of inspection staff where health or safety may dictate, such as work on roofs or in confined spaces.

3. RVI will be conducted using devices with the capability to video conference using either FaceTime or Google Duo. The inspection will be performed remotely utilizing the video feed to enable the inspector to observe the work in need of inspection.
 - a. Prior to requesting RVI ensure that either FaceTime or Google Duo are installed on the device that will be used for the RVI.

4. RVI will be scheduled via usual scheduling procedures, either by phone at (785) 832-7700 through the Inspection Hotline or direct phone interaction with administrative support staff, or online using the Citizen Access portal at https://lawrenceks.org/pds/requests_results/. The following information must be provided, whichever scheduling method is used:
 - a. The phone number for the inspector to call to initiate a RVI; and,
 - b. The name of the person the inspector will be interacting with; and,
 - c. The app to be used for the RVI, FaceTime or Google Duo (typically FaceTime for iPhone or iPad users, or Google Duo for Android phone or tablet users).

5. Information on the City's inspection scheduling procedures is available online at <https://lawrenceks.org/pds/inspections/>.
6. RVI must be scheduled before 7:00 a.m. on the day of the requested inspection. The installer, contractor, or property owner will need to be on site during the RVI to direct the video feed. The inspector will arrange with the person requesting inspection a suitable time for RVI. RVI may be scheduled as a "same day" inspection as with any other inspection, subject to the same day inspection fee of \$47, and subject to inspector availability.
7. RVI is available between 9:00 a.m. and 11:30 a.m. or between 1:30 p.m. and 4:00 p.m., Monday through Friday excluding holidays.
8. **Still photographs will not be accepted in place of RVI. The intent of RVI is for inspectors to get a "real-time" view of the completed work.**
9. These guidelines are subject to change without notice.