

Occupied Residential Inspections Applicant Checklist

The Housing Inspections Branch has developed this process in an effort to continue to provide service during COVID-19, while ensuring the safety of residents, contractors and employees.

Detached accessory structures, solar photovoltaic systems, and hot tubs or pools that require an interior inspection of the electrical panel inside an occupied home are not eligible for an Alternate Video Inspection and require an onsite inspection with the permit applicant in attendance. The inspector will conduct the inspection from the exterior only. The permit applicant must enter the dwelling and use [Google Duo](#) to connect with the onsite inspector.

Prior to your inspection, please complete the following:

- Download and install the [Google Duo](#) 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 prior to your inspection.

All inspections are scheduled for morning (9:30 a.m. – 12:00 p.m.) or afternoon (12:30 p.m. – 4:00 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 inspection will arrive onsite and inspect the installation from the exterior, or any unoccupied portion of the building. When the interior portion of the installation is to be inspected, the inspector will initiate the call using the [Google Duo](#) app. Answer the incoming call using the app and follow their directions.

Please note that at any point during the video inspection, the inspector may terminate the inspection if:

- they see something that is unsafe.
- the video quality is insufficient to complete an inspection.

At that point, an onsite inspection will be required once it is safe to proceed.