

Remote Virtual Inspections (RVI)

A form of visual inspection which uses visual or electronic aids to allow an inspector or team of inspectors to observe products and/or materials from a distance because the objects are inaccessible or are in dangerous environments, or whereby circumstances or conditions prevent an in-person inspection.

Process

As the COVID-19 pandemic continues, the Village of Orland Park continues to provide precautions to provide a high level of service to residents, businesses and contractors. Remote Virtual Inspections (RVI) is being added as an option. The contractor must demonstrate that they have access to the technology that will allow the Village to complete the RVI.

Currently, all inspections received by 4:00pm on a weekday will be completed that next weekday. If you are requesting a RVI – please allow an additional 2 business days to determine if the requested inspection is eligible. This window will allow the Village's Building Official to review the request and make the appropriate accommodations. The Village Building Official has discretion to allow RVI. Some inspections may be deemed too complicated for RVI in which case, the Building Official will determine a supplementary in-person inspection is required.

In cases where an RVI is not suitable or technology fails to provide sufficient visual clarity (i.e., poor/no service or Wi-Fi, poor lighting, etc.), an onsite inspection may be required. Where Wi-Fi and/or cellular reception are poor or not available, in-person inspections will be required.

The applicable Codes and Standards to be used for RVI are the same as the adopted codes and referenced standards of the Village. The implementation of the RVI is intended to achieve the same results as the typical in-person site inspection by applying the provisions of adopted codes such as the IBC®, IRC®, IFC® and other applicable codes.

Steps

Scheduling

1. You must have the **zoom.us application** or FaceTime on your phone or tablet in order to conduct the RVI.
2. Prior to scheduling the applicant must be aware that the zoom.us and FaceTime are not Village of Orland Park applications and the applicant is subject to the terms and conditions associated with the third party applications. The applicant's responsibility to review the terms and conditions of each application and comply with the specific requirements.
3. Ensure there is an active permit issued or the appropriate one prior to attempting to schedule an inspection for the project in question.
4. All remote inspections must be scheduled a minimum of **two business days** prior to the requested date.
5. Electronically sign a notice indicating that you consent to the use of the RVI using zoom.us or FaceTime
6. **[Click here to schedule inspections online.](#)**
7. Must be at least 18 years old or with an adult to perform the video inspection.

8. When scheduling the inspection, provide the address, permit number, and type and number of requested inspections.
9. Village of Orland Park Building Official will determine if the request is eligible for RVI and contact the applicant. The inspector(s) involved with the inspection will determine the appropriate timing with the contractor and schedule an agreed upon time for the virtual inspection.
10. If approved, please prepare for the inspection as described below.

Prepare

1. Prior to the inspection, ensure that:
 - 1.1. The jobsite is safe at all times for the individual(s) using the device during the remote inspection including health safety.
 - 1.2. The device (smartphone, tablet, drone, etc.) is fully charged and has a suitably charged additional power supply (battery pack).
 - 1.3. The use of a noise-canceling head-set is recommended.
 - 1.4. The jobsite has high-speed Wi-Fi connectivity or minimum 4G cellular service with a strong signal.
 - 1.5. The necessary tools based on type of inspection are readily available.
 - 1.5.1. For example, carry a flashlight, tape measure, level, step ladder (for close ups of ceiling), GFCI tester, etc. An extending pole for the video device, such as selfie pole, may be very helpful in taking the smartphone or other video device closer to the point of inspection in various places such as very high ceilings.
2. Have approved plans, permit card, and other necessary construction documents available onsite.
3. Make sure good lighting is available and clear the area of any unnecessary objects.
4. All features applicable to the required inspection must be visible at the time of the remote inspection. These features must be captured sufficiently and clearly for the inspector to evaluate.
5. If at any point the inspector believes that the remote inspection process is not allowing them to properly assess compliance, they may require that a site inspection be required at a future date at the sole discretion of the inspector.
 - 5.1. In areas within the jobsite where there is no Wi-Fi or cell service, at the sole discretion of the inspector, the inspector will perform in-person inspection at a later time.

Inspection

1. Ensure that the lens and screen of any device being used to capture images or video has been cleaned. Dust, grit, smudges, etc., might interfere with the image quality and distorting the inspector's view.
2. To minimize interruptions during the RVI and to ensure that the video feed will be uninterrupted, make sure that all notifications are turned off in the Settings of the mobile device used for the RVI. Should the video be interrupted, the inspection could be delayed or may have to be re-scheduled.
3. Be prepared to answer the inspector's call at any time during the scheduled time frame. Be cooperative and closely follow the inspector's instructions.
4. As each site and inspection is different, allow the proper amount of time for the type of inspection and accessibility of the site.

5. Carefully follow the inspector's instructions for where to direct the device and for covering the site. Do not rush the inspector but allow him or her adequate time to conduct the RVI to his or her satisfaction.
6. As much as possible, minimize background noise as that can interfere with communication with the inspector.

What to Expect

1. Begin inspection at the street view looking at the structure with the address or other required jobsite identification in the video display.
 - 1.1 Inspector may also verify location through GPS/Geotagging where the service is available.
2. Follow the directions of the inspector with respect to the order and direction of inspection.
3. As the inspection progresses, write down any items that the inspector finds that need to be corrected. Be sure the notes are detailed and ask questions of or seek clarification from the inspector at the time of the RVI.
4. In most cases, the inspector will relay the results of the inspection before the end of the RVI, typically pass, fail or not ready for inspection.
5. Do not cover any work needing corrections until corrections are verified by re-inspection.
6. There must be an adult of legal age on site who will represent the owner/representative during the entire duration of the RVI. The adult may be the contractor.
7. The owner/representative must be able to verbally communicate with the remote inspector at all times during the inspection.

Inspection Results

1. Results of the inspection will be entered into the Village's permit database as soon as practicable after the RVI is completed.
2. A field correction notice, documenting the outstanding inspection items will be sent to the applicant after conclusion of the RVI.
3. Scheduling a re-inspection or the next inspection is based on availability.
4. The project address and permit number must be included on all submitted correspondence or communications.

Inspections Eligible for RVI

Residential A/C Final
Residential Alarm System
Residential Driveway Final
Residential Fence Final
Residential Fire Pit
Residential Patio Final
Residential Paver Base Final
Residential Pergola Final
Residential Retaining Wall Final
Residential Demolition of Accessory Structures
Commercial Lawn Sprinkler
Sewer/Water Service Repair
Residential Shed Final
Residential Sidewalk Final
Residential Siding Final
Residential Solar Panel Final
Residential Hot Tub/Spa Final
Residential Stoop Final
Commercial Roof Final
Residential Roof Final
Residential Windows/Doors Final