



Approval Date:		Policy Title: Virtual Building Inspections
Next Review Date:		
1. Amendment Date:		
2. Amendment Date:		
Department	Development Services	

Purpose:

This policy is to establish guidelines for City of Revelstoke Building Inspectors based on financial, staffing, and other resource issues arising from the COVID-19 Pandemic, to provide virtual building inspections.

Scope and Applicability:

This policy applies for all building inspections required as per the City of Revelstoke’s Building Bylaw 1707 to be undertaken virtually by a Building Official.

Policy Statement:

This policy is to facilitate non-health essential services for building inspections virtually to protect the safety and well being of City Staff and community residents.

Policy Procedure:

The Virtual Building Inspections Policy that Development Services has established is as follows:

1. **Preparation**

Development Services Clerks prepare all the required items for the type of inspection and send to Building Official.

2. **Review**

Building Official reviews all documents and if any documents are missing works with Development Services Clerk to acquire this information from the applicant.

3. **Requirements**

The Building Official outlines what details he will require photos and measurements he needs for his virtual Inspection to the applicant.



4. **Inspection notice**

The Development Services Clerk emails the notice of inspection and what virtual tools are available for their use see [COVID-19 Building Inspection Process Notification](#).

5. **Process**

- i. The builder will walk inside and outside of the building with the Building Official through FaceTime or another app of their selection.
- ii. The Building Official will request items during the inspection that he requires photos with measurements in them for the applicant to provide to the Building Official.
- iii. Once these items have been submitted to the Building Official, the Building Official will review for compliance.
- iv. If it is an Occupancy Inspection, the Building Official will only be issuing a Conditional Occupancy with the following subject on the permit: A Conditional Occupancy Permit may be issued for this property, understanding that it is subject to an on-site confirmation of completion of the noted items at a reasonable but unspecified date in the future due to the COVID-19 Situation this inspection has been done virtually.

6. **Permit issuance**

Prior to issuance of a permit the Development Services Clerks prepare a payment form for the applicant and they applicant is inform of the three payment options they can select from.

7. **Payment**

Once payment has been confirmed by Finance, the Developments Services Clerk send the issued permit digitally to the applicant and then mails/courier the marked-up drawings to the applicant.



Certified Correct:

Director of Corporate Administration