



City of Rancho Palos Verdes Building and Safety Guide to Virtual Building Inspections (VBI)

As an alternative to traditional building inspections, Virtual Building Inspections allow for flexibility for certain types of building inspections and special circumstances. A permit holder may utilize real-time videos with the inspector, recorded videos or digital pictures. The preferred method is to work with the Building Inspector in real time video using the Zoom app. <https://zoom.us/download>

However, there are circumstances in which it may be necessary to use other media but is only available with permission from the Building Official.

Virtual Building Inspection is Available for:

- **Porches**
- **Small Projects**
- **Rooftop Solar (photovoltaic)**
- **Electrical Service Upgrades**
- **Electrical Reconnects**
- **Water Heaters**
- **Gas Line Installations**
- **Parking Shade Structures**
- **Detached Storage Sheds**
- **Residential Construction (except roof nailing and intermediates)**
- **Follow-up Inspections (must verify with inspector)**

New inspection types are always being added, ask your City inspector if your project qualifies.

Note: Based on the size and/or complexity of the project it may not be possible to complete the inspection via Virtual Building Inspection. Please call the Building Department at 310-544-5280 if you have questions.



Client Responsibilities

Wireless Service

Ensure your inspection location has adequate connectivity and your smart phone or tablet has adequate connectivity. **Have the ZOOM app.** <https://zoom.us/download>

Virtual Building Inspection Steps

1. Schedule Virtual Building Inspection

- Schedule Virtual Building Inspection by calling 310-544-5279 or online at [rpvca.gov](http://www.rpvca.gov)
- <http://www.rpvca.gov/FormCenter/Community-Development-5/Inspection-ERequest-57>

Note: All Virtual Building Inspection appointments must be scheduled by 4PM the day prior to the requested inspection date. Please include in your inspection request that this is a "Virtual Inspection."

2. Prepare for Virtual Building Inspection

- Prior to the inspection, ensure that the necessary tools based on type of inspection are readily available. For example, carry a tape measure, level, GFCI tester, step ladder (for close ups of ceiling), etc.

3. Prepare to Receive Virtual Building Inspection Call

- Make sure the smart phone or tablet is fully charged
- Be ready to accept a video call at the scheduled time and respond to requests from the City inspector
- Have the required tools (tape measure, level, GFCI tester, step ladder, etc.)
- Turn off phone or tablet notifications during the video call. Notifications freeze the video call and will cause delays to the inspection or could require the inspection to be rescheduled



4. The Inspection

- Begin inspection at street view looking at structure with the address showing
- Follow the directions of the inspector
- Walk inspection in clockwise direction
- Walk inspection from bottom to top (if multiple floors)
- Make note of any items that need corrected

5. Inspection Results

- The inspector will tell you in the video call if the inspection has passed. A follow up email or text will be sent with the record information. The inspector will update our permitting system after the video call is completed.
- If you would like the inspection card signed you may bring the card into our office or send it to:

Rancho Palos Verdes
Building & Safety
30940 Hawthorne Blvd.
Rancho Palos Verdes, CA 90275

6. Inspection failure

- The inspector will update our permitting system after the video call is completed. The day after the inspection the building inspector will email or text the corrections.
- The inspector may assess if an additional fee for re-inspections is required.
- If a re-inspection fee is required, pay via telephone call to 310-544-5310 prior to scheduling re-inspection.
- Scheduling of same day re-inspections is based on availability of time slots in the calendaring service. Your inspector may provide the option for you to send a correction video or photos to them directly



Virtual Building Inspections - Recorded Video or Digital Pictures

This inspection method will only be accepted with pre approval from the building department. Please call 310-544-5280 to speak with the Building Inspector to schedule.

- At the time the inspection is scheduled the Building Inspector will guide the permit holder as to the kind of items he/she will need to observe for the inspection.
- Within 24-48 hours after the building inspection is scheduled send digital pictures or recorded video to buildingsafety@rpvca.gov Indicate the permit number and address in the subject line.
- In 24-48 hours after the receipt of the files the Building Inspector will review the media and the permit holder will receive an email with the status of the inspection and next steps.
- If the inspection passes the permit holder will receive an email notification and the database will be updated. If you need the inspection card signed you may visit our office or mail the card to:

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- If the media submitted is not adequate the inspection will fail and the permit holder notified by email or text.
NOTE: After two unsuccessful Virtual Building Inspection media submittals, the permit holder will be require to schedule a traditional building inspection.
- If the pictures or video indicates noncompliance, the inspection will fail and an email or text will be sent to the permit holder with the correction notice.