

INSTRUCTIONS FOR PHOTOGRAPHIC INSPECTIONS OF OCCUPIED BUILDINGS FOR CONTRACTORS/OWNER-BUILDERS

Until ordered to close by either by a state or local declaration or order, the Okaloosa County Inspections Division will remain open and will accept permit applications and conduct inspections as required by the Florida Building Code. However, in order to help prevent the spread of the COVID-19 virus and protect the health and safety of our team and citizens, we are implementing a system of photo-documentation that will enable us to conduct inspections of occupied dwellings without entering into them, thereby reducing the risk of infection. There is no change for new construction such as new houses, accessory structures, and commercial buildings, and we will continue to inspect those as we always have.

For **occupied buildings**, the following process will be used until further notice:

1. Schedule inspections as usual (either IVR or phone).
2. After inspection is scheduled, go to this link <http://okaloosa.maps.arcgis.com/apps/GeoForm/index.html?appid=27756ceef3694b999be9a0974a9298fc> and fill out the form. Please remember to attach the pictures as specified, below, prior to submitting the form.
3. Interior building work other than the below list needs to be discussed with the Building Official, Purl Adams, prior to scheduling the inspection. (This includes house rewire and re-plumbing to include replacement of water lines)

Types of inspections that require pictures:

1. Mechanical - A/C change outs – electrical and/or gas
2. Plumbing/gas – Water heaters – electrical and/or gas
3. Window and door change outs

As with any new process, there may need to be adjustments as we gain more experience with technology and way of doing business. We ask that you please have patience as we begin implementing this new process. We will review your pictures and inspections in a timely manner.

See the Picture Guidelines, below, for acceptable (required) work to be shown on pictures.

Guidelines on Submitting Pictures for Inspections

A/C change outs (electric or gas)

1. Photo of the front of the house clearly showing the address
2. Pictures of inside/outside work
3. Information (data plate) on size of required breaker
4. Breakers
5. Duct work (if applicable)
6. Return air plenum
7. Show outside is anchored

Water heater Change out (electric or gas)

1. Photo of the front of the house clearly showing the address
2. Show connections and water heater
3. If gas:
 - a. Venting and pressure gauge
 - b. Tank to tankless picture of gas & plumbing lines
4. If electrical work done – need pictures

Window & Door Change out

1. Photo of the front of the house clearly showing the address
2. Show the attachments on all sides
3. Show size of screws
4. Show the stickers with Design Pressure and FL product approval #