	Recorded Video Inspection Program Contractor Upload Job Aid
Collier County Growth Management Department	

PURPOSE

Contractors are the initiators of the Recorded Video Inspection Program. They email their request for inspection scheduling and upload the video and checklist files.
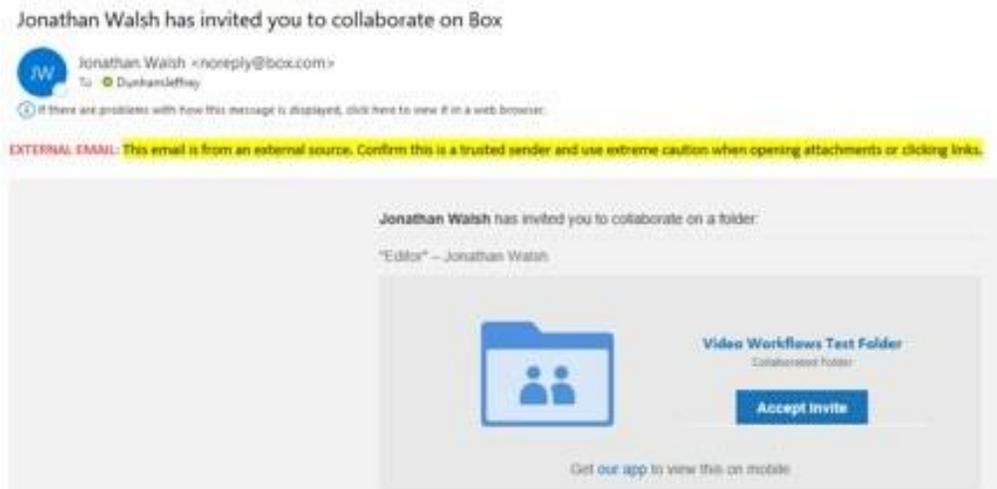
GENERAL INFORMATION

➢ Contractors must register for the Remote Inspection by Video Program and have designated employees trained by the County before access to uploading videos is granted.

➢ In brief, the *Remote Inspection by Video Program* allows contractors to create a video following the step-by-step instructions we provide, then upload to a cloud application called Box. Using Box, the Supervisor/Scheduler assigns the video to an Inspector who reviews the video on Box and adds their inspection findings to CityView as normal.

➢ Naming Files correctly is critical to the keep the process moving smoothly; if we can't tie the video to your permit then we can't complete the inspection.

     o (Permit Number). (Inspection Code).(Inspection Date 00-00-00); for example, PRBD20180318374.303.04-07-20

➢ For After Hours and Emergency installations where a permit has not yet been issued:

     o The installer can still complete the video at the end of their work. Since a Permit Card is not available, extra care need to be taken to make the address information clear.

     o After the permit is issued and an inspection can be scheduled, the submitter can proceed with the upload.

PROCEDURE

A. CREATE YOUR ACCOUNT ON BOX:

1. When you have completed training for the program, you will receive an invitation to create an account on Box. Follow the steps in the invitation and take the time to bookmark the link to Box for easy access.

     a.

Create Your Account

Jonathan Walsh has invited you to collaborate on "Video Workflows Test Folder"

Signup for a Box account to accept invite

Full Name

> Full Name

Email Address

> jeffrey.dunham@colliercountyfl.gov

Password

> Password

Confirm Password

> Confirm Password

Phone Number (optional)

>

Submit

By submitting this form, you confirm that you agree to our
Terms of Service and consent to the storing and processing of your
personal data as described in our Privacy Policy.

You're invited to collaborate on:

Video Workflows Test Folder
Shared by Jonathan Walsh

Collier County

b.

Pending Invitations - External Terms of Service Required

×

You have been invited to collaborate on 1 item, but first you need to agree to the following external terms of service of Collier County. Agreeing to these terms will grant you access to the items listed below.

Video Workflows Test Folder

Collier County Terms of Service

This portal is property of Collier County Govt. Any unauthorized access is completely forbidden, and it could result in disciplinary action and/or legal prosecution. Using this portal and or resources constitutes agreement with Collier County Policies for electronic devices, communications and privacy. CMA5405. To request a copy of this policy, send email request to servicedesk@colliergov.net or contact the IT Department at 239-252-8888

c.

d. Click *Agree* at the bottom of the screen.

B. SCHEDULING YOUR INSPECTION:

1. Before submitting Recorded Video scheduling requests:
   a. Check that the inspection code is eligible:

Trade	Inspection and Code
Structural	165 - Window/Door Replacement Non-Impact 166 - Window/Door Replacement Impact 167 - Shutter Add Res. Final 168 - Shutter Add Com. Final 169 - Re-roof Dry-In/Flashing 170 - Re-roof Final
Mechanical	303 - A/C Change Out
Electrical	525 - Shutter Electrical Final
Plumbing	209 - Water Heater Replacement 217 - Water Pipe Replacement
Engineering	814 – Erosion/Silt

   b. **DO NOT** schedule the inspection via the Portal or our Voice Permit System.
   c. **DO** log onto the Portal, and confirm that your permit is ready for inspection. (No permit holds for open conditions or expired licenses)
2. Email your request for inspection:
   a. Email your request to RecordedVideo@ColllierCountyFL.gov
   b. Provided the following when submitting your request:
      i. Company Name & Phone number
      ii. Submitter Name & Phone Number
      iii. Permit number and Job-site Address
      iv. Inspection code(s)
      v. *Optional:* Notes for the Scheduler
   b. Videos may be recorded at your convenience, which may occur before the email request for the inspection. Please note, no videos uploaded the BOX account will be reviewed until the email request has been received.
   c. You may request multiple inspections in a single email.
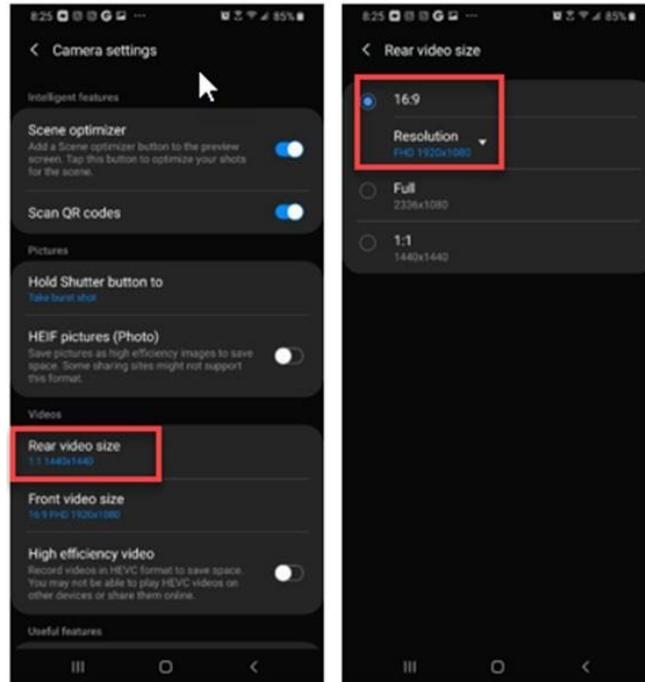
C. RECORD VIDEO:

1. General Recommendations for Filming:
   a. Make sure your video camera is set to 1080p 30 fps
      i. Below this resolution level details can be hard to see
      ii. Above this resolution level files can become too large

1. Example iPhone: Settings> Camera > Record Video

2. Example Android: Camera> Settings> Rear Video Size> 16:9 and FHD1920X1080

     b.   Keep the orientation of the camera horizontal throughout filming.

     c.   Hold your device steady.

     d.   Speak loudly and clearly to be heard over any background noise.

     e.   Provide ample lighting and use video flashlight if needed.

          i.   Use low light camera setting if available.

     f.   Avoid filming personal household items.

          i.   Point the camera down while inside homes.

     g.   Understand what's on the inspection checklist and what details need to be captured.

2.   Video Introduction Requirements:

     a.   State your name, company, date, and time you begin the video inspection.

     b.   Where possible, start video at driveway showing entire building, continue to the front of building, and provide a close-up of address numbers.
Show Permit information (Permit Card must be displayed on jobsite) from a close-up of the permit card/receipt with Record Number and address and description of work. For emergency installations, please state that this was an emergency installation and the permit card was not available at the time of recording.

3.   Checklist Requirements:

     a.   Each type of inspection has a checklist detailing the specific items you need to capture in the video. (Checklists are attached available on the county website at Adapting our Business Practices to COVID-19, click on the Remote Inspection by Video section)

4.   Additional information on capturing video on Android and iOS devices can be found in these job aids:

     a.   Video Inspection for Android Devices

     b.   Video Inspection for iOS Devices

D. COMPLETE AND SIGN CHECKLIST:

1.   Each video must be filmed or reviewed by the authorized submitter for your company.

2. That same person must sign the checklist showing that all the checklist requirements for the video have been included.
   a. The checklist can be photographed or scanned to create the upload file.
   b. Both the video and the checklist need to be uploaded to BOX for each permit.

E. FILE NAMING REQUIREMENTS:

1. Each permit has 2 files to upload: a video file and the checklist.
2. Check that file names are correctly formatted
   a. (Permit Number).(Inspection Code).(Inspection Date 00-00-00); as an example, PRBD20180318374.303.04-07-20
   b. The video file will have an extension like.mp4 while the checklist will be like .doc, .pdf or .jpeg.

F. UPLOAD FILES TO BOX:

1. Log in to your Box account. You will see a single folder labelled INTAKE.
5. Open the INTAKE folder.
   a. Click the *Upload* button on the top right of the folder screen, then click *File*.
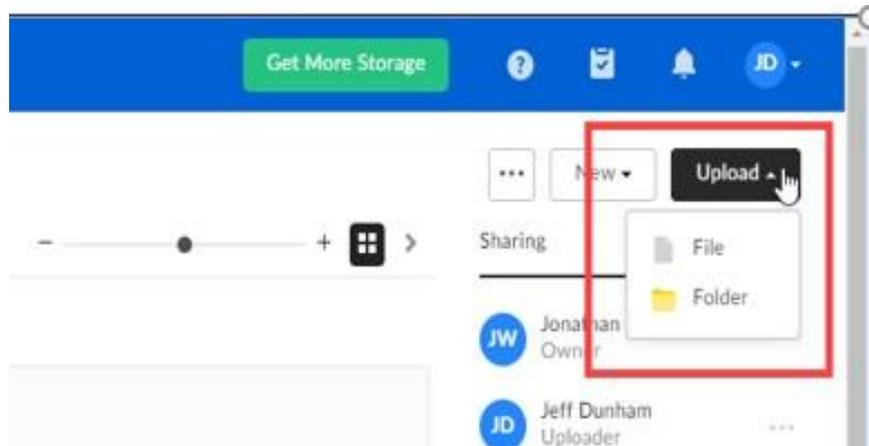
   b. Use your browser as you normally do to choose the files to upload.
   c. When the upload is complete, you will see the message:

   d. The outcome of the inspector's review for submitted videos will be available on the Portal.

Version Changes	Details
V1.5	Changed title to Recorded Video, change to new scheduling procedure, single Intake folder in BOX