



# Community Development Virtual Inspection Checklist

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## Basement Alteration

An email will be sent with instruction for video call based on the information provided. Any additional pictures or videos should be emailed to [thomas@cville.org](mailto:thomas@cville.org). Once the inspection is completed, a report will be emailed to the applicant. Please review the information below before the inspection.

### Items needed

- Phone or tablet
- Screwdriver
- GFCI outlet tester

### Before you begin

- Have the approved plans with you.
- Turn off notifications on device.
- Connect to wifi if possible.

### Items of focus during inspection

#### **Framing:**

- Fire blocking
- Handrails/guardrails
- Drilling or notching
- Stairs
- Insulation

#### **Electric:**

- Receptacle spacing
- Smoke/CO detectors
- Conduit materials
- Wiring methods
- Branch circuit routes

#### **HVAC:**

- Supply locations
- Return locations
- Duct material
- Duct routes
- Combustion air

### **Flow of virtual inspections**

- Inspections should begin at the exterior of the property with the address clearly visible.
- Once the construction area is entered, an overview of the area should be shown to match the scope of work with approved plans
- A clockwise direction from basement entrance will be followed for inspection
- Inspector will provide feedback on camera field of view with requests of close ups of certain areas.
- Fire blocking and draft stopping of every wall section will need to be shown.
- Every electric raceway and HVAC duct penetration in any portion of the wall, floor, or ceiling assembly will need to be shown.
- If there is access, the underside of the staircase will need to be shown for fire rated protection.
- The electric circuit panel cover will need to be removed to show the panel wiring. The branch circuit directory will need to be shown to identify any new circuits.
- Any utility closets for sump pumps or water meter will need to be shown.

### **Additional photos that may need to be submitted**

- Inside of electric junction boxes
- Circuit panel wiring
- Any drilling, notching, or boring in wall studs or floor joists