



**Buildings**

# Remote Video Inspections (RVI) Procedure Pilot Program

## Contents

Purpose.....	1
Remote Inspection Pilot Information.....	1
Acknowledging and Attesting to Remote Video Inspection Procedures.....	1
Instructions for Requesting a Remote Video Inspection .....	2
Scheduling/Cancelling a Remote Video Inspection .....	2
Remote Video Application .....	2
Remote Video Inspection Requirements .....	3
CO-NB-ALT1 Construction DEV Checklist – Staten Island.....	5
SWO Rescission/Work Without Permit Construction ENF Checklist – Brooklyn.....	8

## 1. Purpose

The Department of Buildings is evaluating options for conducting Remote Video Inspections (RVI) instead of our regular in-person inspections. RVI will use digital video technology, so the DOB Inspector ('Inspector') will not have to be physically present to conduct the inspection. DOB treats RVI the same as an in-person inspection

## 2. Remote Video Inspection Pilot Information

RVI pilot program will begin March 19, 2021 and end April 30, 2021. By conducting a small-scale pilot, the Department will be able to identify operational challenges and address any new processes needed to provide a long-term remote presence. The pilot covers two inspection types in two boroughs and is completely voluntary:

- **CO-NB-ALT1 Construction DEV Checklist – Staten Island**
- **SWO Rescission/Work Without Permit Construction ENF Checklist – Brooklyn**

## 3. Acknowledging and Attesting to Remote Video Inspection Procedures

Prior to requesting a RVI, the requestor must read this **Remote Video Inspection Procedure** and understand it and agree to it by completing and submitting the **DOB RVI Request and Attestation Form** at the time of making the request for inspection.

#### 4. Instructions for Requesting a Remote Video Inspection

After completing the [DOB Request for RVI and Attestation](#), the requestor must follow the procedures below to make the request for a RVI and submit the [DOB Request for RVI and Attestation](#) for the two inspection types:

##### **CO-NB-ALT1 Construction DEV Checklist – Staten Island**

CO-NB-ALT1 Inspection Up To 3 Total Levels Construction Final Inspection requests must continue to be made in DOB NOW: *Inspections*. Using the request comments field, type in **remote** for construction final inspections in Staten Island only. Use **Additional Supporting Documents** to upload the completed [DOB Request for RVI and Attestation](#).

##### **SWO Rescission/Work Without Permit Construction ENF Checklist – Brooklyn**

Requests for rescission of a Stop Work Order for Work Without Permit must continue to be made by emailing the Brooklyn Construction Unit at ([BKConstEnf@buildings.nyc.gov](mailto:BKConstEnf@buildings.nyc.gov)) and include all supporting documentation and a completed [DOB Request for RVI and Attestation](#) to the email request.

Refer to the Remote Video Inspection Checklist items on pages 5 and 6. DOB will be referring to these checklist items during the RVI.

- **CO-NB-ALT1 Construction DEV Checklist – Staten Island** (page 5)
- **SWO Rescission/Work Without Permit Construction ENF Checklist – Brooklyn** (page 6)

#### 5. Scheduling/Cancelling Remote Video Inspection

Once the Department has received your inspection request and the completed [DOB Request for RVI and Attestation](#) for a RVI, the Department will send an email invitation to all authorized attendees with the scheduled date and time of the remote video inspection. Included in the email will be the RVI conference information the attendee(s) must use to join the RVI.

##### **RVI Cancellations**

- If the Department needs to cancel the RVI, the email invite will be updated to **Cancel** with any additional information and the requestor will need to resubmit their request.
- If the requestor needs to cancel the RVI at least 48 hours prior to the scheduled remote inspection, the email must be updated by the requestor to **Cancel** and specify the reasons for the cancellation.
- If the requestor needs to cancel the remote video inspection less than 48 hours prior to the scheduled remote inspection, the email must be updated by the requestor to **Cancel** and specify the reasons for the cancellation and must also notify the unit by contacting the unit telephone number provided on the email.

## 6. Remote Video Application

The only video application the Department of Buildings will be using to conduct RVI is Microsoft Teams.

It is highly recommended the free Microsoft Teams application is downloaded to a smartphone device from your device App Store. The Microsoft Teams app on the smartphone device should be tested prior to the scheduled remote video inspection with the Department of Buildings.

Refer to [Microsoft Office](#) for complete Microsoft Teams App or browser download requirements.

## 7. Remote Video Inspection Requirements

At the start of the RVI, the inspector may request that the RVI begin outdoors and at the nearest intersection. The RVI may begin at a street sign and move towards the entrance of the property displaying the address.

The RVI may reveal potential violations or other issues that need to be resolved in the normal course as dictated by the Department of Buildings.

The Department of Buildings may observe certain construction elements that may not be suitable for RVI and that a physical inspection of those elements may be required to be rescheduled for a later date. As with any inspection, approval or permission to continue work as a result of a RVI shall not be construed to be an approval of a violation of any provisions of the Construction Codes or other relevant laws or rules.

DOB expects the following to be in place for a completed inspection:

- Internet connection (Wi-Fi or Cellular). The entire property location must have reliable and adequate internet connectivity to maintain the connection (audio/video) throughout the entire inspection. Should the connection be lost, and cannot be promptly restarted, a new inspection may need to be scheduled.
- A device with a camera that can move through the facility (phone, tablet, laptop, etc.).
- There must be adequate lighting necessary for a quality picture throughout the inspection.
- A separate source of light (such as a flashlight) should be available for dark spaces.
- The authorized attendee should have a tape measure and may be asked to hold the camera to the dimension when and whatever is requested to be measured is measured.
- Only the authorized attendee(s) involved in the inspection can participate in the RVI.
- Inspector will ask to see on video the authorized attendee(s) involved in the inspection, including valid identification to be shown on camera of all authorized attendee(s).
- Authorized attendee(s) participating in the inspection must be able to hear and follow directions and respond to all questions from the inspector.
- Approved plans and any associated documents must be available on-site for reference and made available for viewing for the inspector during the RVI.
- There must be the ability to take pictures and email them to the DOB during the inspection when a clear image of a specific item cannot be viewed and/or at the request of the inspector. The Department will not otherwise record or store images from the inspection.



## REMOTE INSPECTIONS – SI

The following checklist will be the designated checklist for:

- **CO-NB-ALT1 Inspection Up To 3 Total Levels Inspection Type-Construction Final Inspections - Staten Island**

This checklist is intended generally to cover this type of project but not all elements may be applicable to a specific structure and inspection.

---

- Floor Tracking
- Zoning Resolution - Bulk (building envelope, main site dimensions, building height, etc.)
- Zoning Resolution - Dimensions and Grade of Yards (front, side, rear, etc.), driveways, parking lots, courts, etc.; Drainage (yard drains, zipper drains, etc.)
- Zoning Resolution - Façade (permissible projections)
- Zoning Resolution - Trees and landscape (site trees, street trees, etc.)
- Zoning Resolution - Permitted Use and Use Group
- Zoning Resolution - House Number displayed correctly
- Zoning Resolution - Other (describe)
- Means of Egress - Number of Means of Egress
- Means of Egress - Location of Means of Egress
- Means of Egress - Enclosures (including bulkhead)
- Means of Egress - Main Dimensions of Means of Egress
- Means of Egress - Means of Egress Signs (directional signs, exit signs, emergency lighting)
- Means of Egress - Door Swing
- Means of Egress - Obstructions in Stairwell and between Different Uses
- Means of Egress - Other (describe)
- Fire Protection - Fire Rating of building elements: material of Combustible and Non-Combustible elements
- Fire Protection - Installation of Smoke and Carbon Monoxide detectors
- Fire Protection - Other (describe)
- Handicap - Interior accessibility

# REMOTE INSPECTIONS – SI



- Handicap - Geometry of Ramps (slopes, dimensions, etc.)
- Handicap - Dimensional and operational compliance of various Facility rooms (bathrooms, kitchens, hallways, etc.; turning radius, grab bars, etc.)
- Handicap - Parking compliance
- Handicap - Other (describe)
- Conformance with Approved Plans - Number and locations of doors, windows (lot windows compliance, etc.)
- Conformance with Approved Plans - Finishing (wall finishing, floor finishing)
- Conformance with Approved Plans - Roof conditions and Mechanical Equipment on the Roof
- Conformance with Approved Plans - Parapet walls, siding, flashing
- Conformance with Approved Plans - Stairs and Handrails
- Conformance with Approved Plans - Walls, Curtain Walls and Partitions
- Conformance with Approved Plans - Number of required water closets
- Conformance with Approved Plans - Fireplaces, chimneys, flues
- Conformance with Approved Plans - Retaining Walls
- Conformance with Approved Plans - Structural projections (patios, decks, balconies, greenhouses, etc.)
- Flood Vent
- Conformance with Approved Plans - Other (describe)
- Geometry of ramps - Ramps can project up to 18 to the sidewalk (bldgs. erected before 1969; up to 44)
- Geometry of ramps - Ramp shall have a slope not greater than one in twelve inches
- Geometry of ramps - Ramp must be minimum 36 inches wide
- Geometry of ramps - Landing (top and bottom) minimum of 5 sqft
- Geometry of ramps - Handrails required for slopes greater than 1:6
- Compliance Mechanical Lift in lieu of ramp (elevator permit req'd)
- Interior accessibility - New halls to be minimally 36" to 42" wide (depending upon turning area beyond).

# REMOTE INSPECTIONS – SI



- Interior accessibility - New swinging doors to be minimally 2'-10" wide.
- Interior accessibility - New pocket doors to be minimally 2'-8" wide.
- Interior accessibility - Proper maneuvering clearance at doorways.
- Interior accessibility - Wall mounted devices are between 15" and 48" above the finished floor (except at special locations - such as behind appliances). This can be a general note.
- Dimensional and operational compliance of various Facility rooms (bathrooms, kitchens, hallways, etc.; turning radius, grab bars, etc.)
- Kitchen - 32 clear door opening (34 min door typical)
- Kitchen - 40 clearance in galley type kitchen (galley kitchens deeper than 5'4 require 60 clearance)
- Kitchen - 60 clearance in U-shaped kitchens
- Bathrooms - 32 clear door opening (34 min door typical)
- Bathrooms - 5'-0" minimal diameter turning circle as a maneuvering space.
- Bathrooms - Proper location of new toilet fixtures from the walls. This can be a standard diagram.
- Bathrooms - Proper clearances around new lavatories. This can be a standard diagram.
- Bathrooms - Proper dimensions of new showers. This can be a standard diagram.
- Bathrooms - Proper dimensions of new bathtubs. This can be a standard diagram.
- Bathrooms - Provide ANSI standard cartoons and toilet room symbols.
- Bathrooms - Location of grab bars/ handrails
- Parking compliance Pavement markings and signs
- Any modification to existing heating system
- Other (describe)

\*\*\*\*DISCLAIMER: Not all parts of the checklist applies to every structure.\*\*\*\*



## REMOTE INSPECTIONS – BK

The following checklist will be the designated checklist for:

- **Rescission of Stop Work Orders issued for Construction Work Without Permit - Brooklyn**
- 

- Valid Permits must be posted in a conspicuous location at the job site
- Full set of approved plans must be on site
- Access must be granted to all areas within the scope of the permitted job Floor Tracking