



Citizen Self Service Video Inspection Walkthrough – Tank Tie Down

For Gas Tank Tie Downs – Above or Below Ground

The video must be recorded with a smartphone or tablet that has a high definition, 1080p capabilities. The GPS location must be on while the video is being recorded. The video shall be continuous with no pause or editing. The file names shall have the permit number, followed by RVI for WH, and the date. **Note:** Each video file is limited to 550mb.

Example:

GAS-23-04724 - RVI Gas Tank Tie Down 7-13-23

***** WARNING PROCEED AT YOUR OWN RISK *****

The inspector may require an onsite inspection if additional informational is required.

The video must have the following

Street Showing front of the house with address numbers or from the condo unit's front door

Permit Information (Permit Card must be displayed on jobsite)

Video Inspection Requirements

Above Ground Tanks:

1. Clearly show tank location as indicated on plan/application
2. Clearly show size of tank in gallons
3. Clearly show tank location on property including approximate distance to home/property line/driveway
4. Clearly show tank location from operable windows/openings to crawl spaces/mechanical air intake/sources of ignition
5. Clearly show tank tie including cables/attachment to wall-base

Below Ground Tanks:

1. Clearly show tank location as indicated on plan/application
2. Clearly show size of tank in gallons
3. Clearly show tank location on property including approximate distance to home/property line/driveway
4. Clearly show tank location from operable windows/openings to crawl spaces/mechanical air intake/sources of ignition
5. Clearly show tank tie-down including number of cables/attachment of cables to augers
6. Clearly show location/size of anode bag/attachment

Using the CSS Portal to Schedule Inspection and Upload Video

Step 1

Log on to CCS > Click on Dashboard > Open permit > Go to inspections > Check mark the action box > Click Request Inspection under Remote Video Inspection

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Existing Inspections Sort: Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
No records to display.						

Request Inspections Sort: Order

Description	Reinspection	Action
Exterior Gas Rough	No	<input type="checkbox"/>
Final Gas	No	<input type="checkbox"/>
Gas Piping Test Affidavit	No	<input type="checkbox"/>
Interior Gas Rough	No	<input type="checkbox"/>
Remote Video Inspection	No	<input checked="" type="checkbox"/>
Tank Tie Down	No	<input type="checkbox"/>

Results per page: 10 1 - 6 of 6 << < 1 > >>

Request Inspection

Step 2

Select a date > Add required information > Click submit

1 #GAS-23-04724 ×

Inspection Type: RVI-402 - Tank Tie Down **Case Type:** Gas - FBC - New

Address:

*** Contact Name** TEST

*** Contact Phone** (239) 389-5059

*** Requested Date** 07/13/2023 📅

Comments/Gate Code TEST

Submit

Step 3

Go back to Permit Details

[Back](#)

Request Inspections (1)

*REQUIRED

1

Case #GAS-23-04724

Inspection Type:

RVI-402 - Tank Tie Down

Case Type:

Gas - FBC - New

Address:

Requested Date

07/13/2023

Comments/Gate Code

TEST

Contact Name

TEST

Contact Phone

(239) 389-5059

Step 4

Select inspections > Click on the inspection number

Summary

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Existing Inspections

Sort

Description

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
RVI-402-027007-2023	Remote Video Inspection	Scheduled	07/13/2023			Cancel Inspection

Request Inspections

Sort

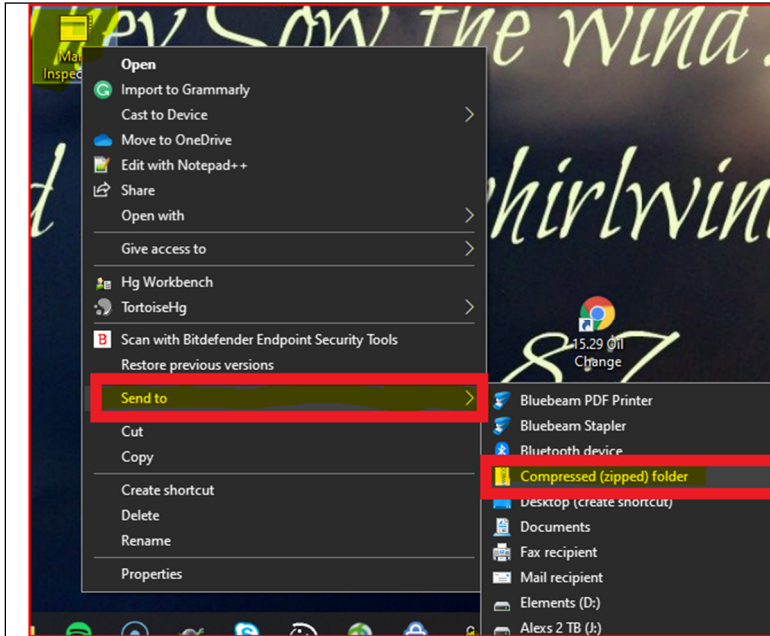
Order

Step 5

Prepare your file for uploading by compressing it as a .ZIP file. This will slightly reduce the file size and put the file in a format that is acceptable in the portal.

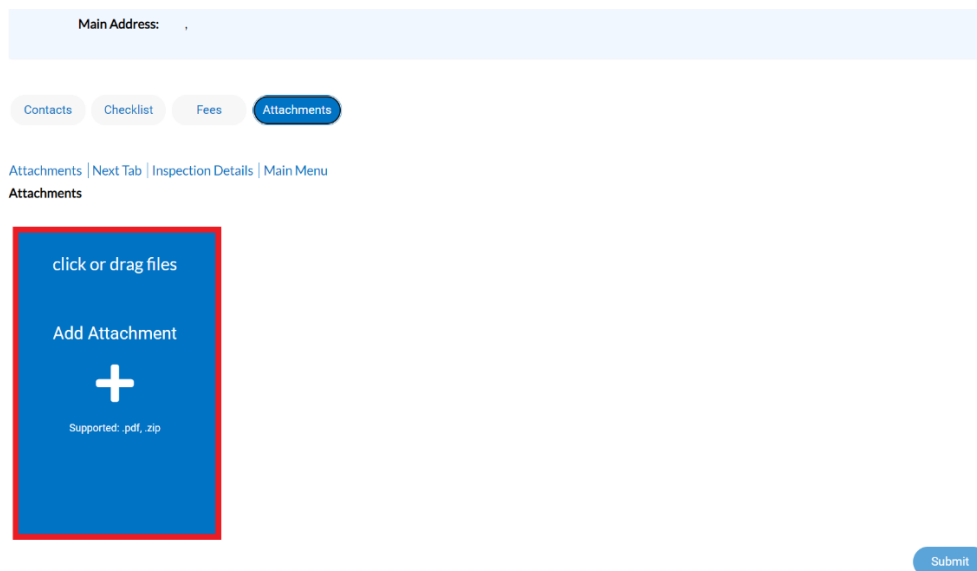
Right click your video file > Choose send to > Click compressed (zipped) folder

A file with the same file name but ending in .ZIP will be added to your desktop.



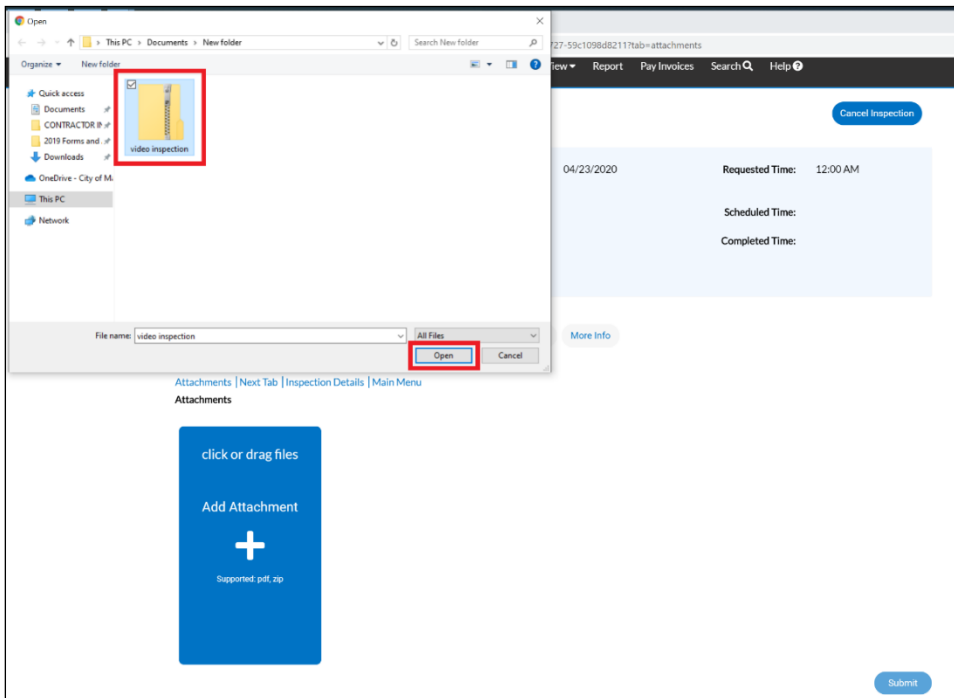
Step 6

Back in the portal, at the inspection you have opened, Select attachments > Click Add Attachment > If the attachments box isn't visible, click Refresh in the top menu of your browser > If the attachments box isn't there email permitdesk@cityofmarcoisland.com and say "allow files for upload" with the permit number



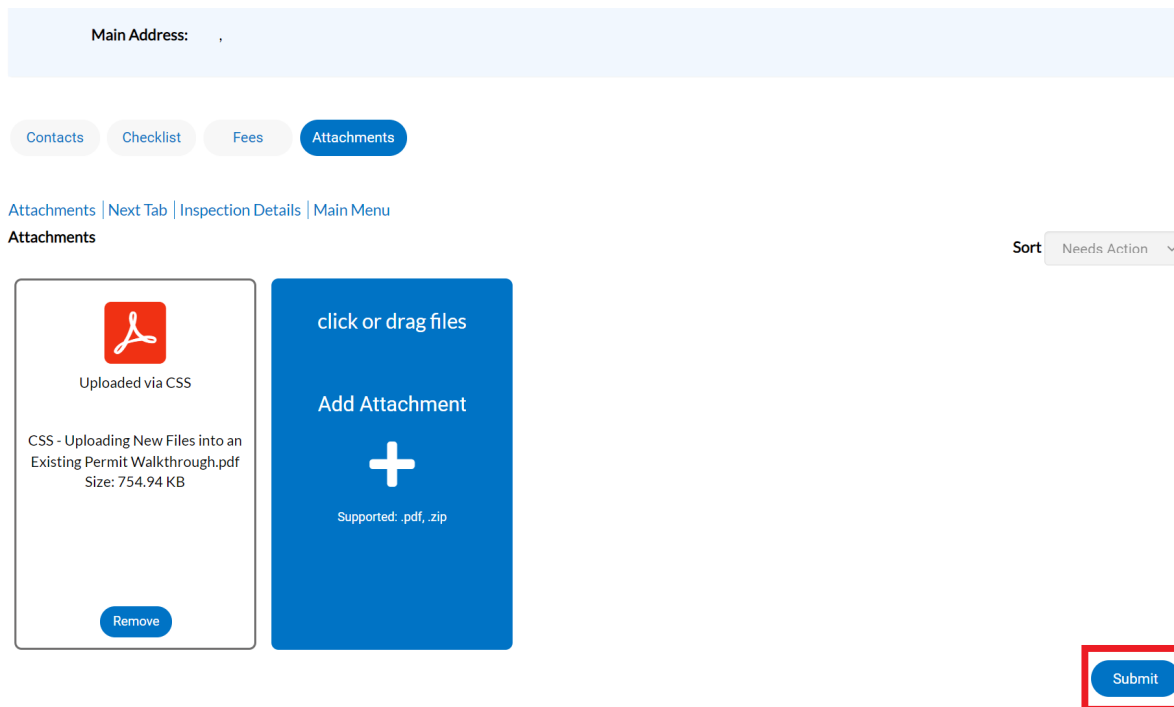
Step 7

Click on the compressed (zipper) folder > Click open



Step 8

Click submit



Step 9

Wait for inspection results. You won't be able to see the file, because the file is going to be moved to an out of system archive. You can retrieve this file via a Public Records Request, by sending an email to permitdesk@cityofmarcoisland.com

Contacts

Checklist

Fees

Attachments

Attachments

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Inspection Details

Main Menu

Attachments

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section.

×

click or drag files

Add Attachment

+

Supported: .pdf, .zip

Submit

Please make sure that people and personal items are not captured in the video recording as the recording will become public record.