



## **Citizen Self Service Video Inspection Walkthrough – Residential Mechanical Replacements.**

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### **For Residential AC Changeouts including R2 & R3 Occupancies (e.g. condo units)**

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. There shall be a separate continuous video from the air handler to the disconnect and another for the condensing unit to its disconnect. The file names shall have the permit number, followed by RVI for CU or AH, and the date. **Note:** Each video file is limited to 550mb.

#### **Example:**

17-04382 RVI for CU 3-10-2020.mp4

17-04382 RVI for AH 3-10-2020.mp4

**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**

#### **Condenser:**

Pad elevation – side view

Attachment of unit to pad or concrete

label information (Please Zoom In and verify focus makes all label information verifiable)

Model number and serial number with breaker size (package unit must include KW)

Tamperproof caps

Insulation on suction line is UV protected, the labeling must be visible, or UV protection must be present

Power supply back to disconnect

If a breaker is present, clear view of breaker

Circuit panel with breakers clearly marked (Please Zoom In and verify focus makes all label information verifiable)

Show line sets are sealed at penetration or shroud.

#### **Air-Handler:**

Hanger support

Pan if required

Condensate line with insulation where required

Float switch required

Label information including breaker size (Please Zoom In and verify focus makes all label information verifiable)  
 Model number and serial number  
 KW of Heat Strip (Please Zoom In and verify focus makes all label information verifiable)  
 Ceiling penetrations  
 Power supply back to disconnect  
 If a breaker is present, clear view of breaker (Please Zoom In and verify focus makes all label information verifiable)  
 Circuit panel with breakers clearly marked (Please Zoom In and verify focus makes all label information verifiable)  
 If air-handler is equipped with gas heat, video supply line and valve, drip leg, gas connection and flue

## Package Unit:

pad elevation  
 attachment of unit to pad or concrete  
 label information (Please Zoom In and verify focus makes all label information verifiable)  
 Model and serial number with breaker size (Please Zoom In and verify focus makes all label information verifiable)  
 KW of Heat Strip (Please Zoom In and verify focus makes all label information verifiable) Duct shroud and rodent  
 proofing verified  
 Power supply back to disconnect  
 Circuit panel with breakers clearly marked. (Please Zoom In and Verify focus makes all label information verifiable)

## Using the CSS Portal to Schedule Inspection and Upload Video

### Step 1

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

Permit Details | Tab Elements | Main Menu

Type: Mechanical - Replacement Status: Permit Active Project Name: ▼

Summary Locations Fees Reviews **Inspections** Attachments Contacts Sub-Records Holds 1 Meetings More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

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
301 - Final Mechanical	No	<input type="checkbox"/>

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

[Request Inspection](#)

Optional Inspections

Description	Action
Remote Video Inspection	<input checked="" type="checkbox"/>

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

[Request Inspection](#)

## Step 2

Select a date > Add required information > Click submit

[←Back](#)

Request Inspections (1)

1

#MECH-19-02234

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Inspection Type:

RVI-301 - Final Mechanical

Case Type

Mechanical - Replacement

Address:

839 Rose CT 56731600008 Marco Island, FL 34145

\*REQUIRED

\* Requested Date

Comments/Gate Code

\* Contact Name

\* Contact Phone

Submit

## Step 3

Go back to Permit Details

[←Back](#)

Request Inspections (1)

1

Case #MECH-19-02234

Inspection Type:

RVI-301 - Final Mechanical

Case Type

Mechanical - Replacement

Address:

839 Rose CT 56731600008 Marco Island, FL 34145

Requested Date

03/30/2020

Comments/Gate Code

dsfja

Contact Name

dasf

Contact Phone

sfd

✓

## Step 4

Select inspections > Click on the inspection number

Permit Details | Tab Elements | Main Menu

Type: Mechanical - Replacement      Status: Permit Active      Project Name: ▼

Summary   Locations   Fees   Reviews   **Inspections**   Attachments   Contacts   Sub-Records   Holds 1   Meetings   More Info

Existing Inspections | Request Inspections | Optional Inspections | Next Tab | Permit Details | Main Menu

Existing Inspections Sort: Description ▼

View Inspection	Description	Status	Request Date	Scheduled Date	Inspector	Action
<b>RVI-301-009331-2020</b>	Remote Video Inspection	Scheduled	03/30/2020			<a href="#">Cancel Inspection</a>

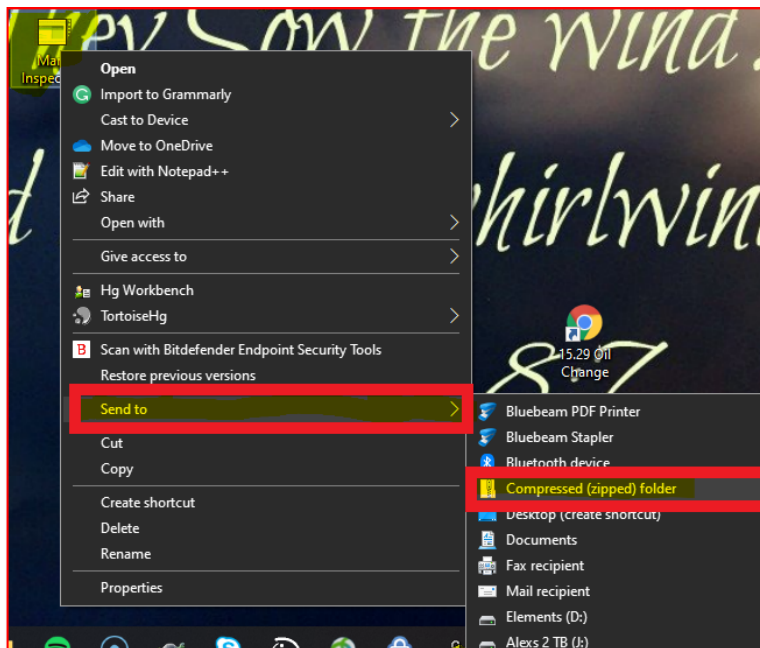
Results per page 10 ▼   1 - 1 of 1   << < **1** > >>

## 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](mailto:permitdesk@cityofmarcoisland.com) and say "allow files for upload" with the permit number

Inspection Number: RVI-301-009331-2020

Inspection Details | Tab Elements | Main Menu

Inspection Type:	RVI-301 - Final Mechanical	Requested Date:	03/30/2020	Requested Time:	12:00 AM
Inspection Status:	Scheduled	Scheduled Date:	03/30/2020	Scheduled Time:	12:00 AM
Permit Number:	MECH-19-02234	Completed Date:		Completed Time:	
Inspector Name:	Steven Anderson				
Main Address:	839 Rose 56731600008 Marco Island, FL 34145				

Locations | Contacts | Checklist | Fees | **Attachments** | Previous | More Info

Attachments | Next Tab | Inspection Details | Main Menu

Attachments

click or drag files

Add Attachment

+

Supported: pdf

Submit

## Step 7

Click on the compressed (zipper) folder > Click open

Open

This PC > Documents > New folder

video inspection

File name: video inspection

All Files

Open

Cancel

Attachments | Next Tab | Inspection Details | Main Menu

Attachments

click or drag files

Add Attachment

+

Supported: pdf, zip

Submit

## Step 8

Click submit


Inspection Details | Tab Elements | Main Menu

Inspection Type:	RVI-301 - Final Mechanical	Requested Date:	04/02/2020	Requested Time:	12:00 AM
Inspection Status:	Scheduled	Scheduled Date:		Scheduled Time:	
Permit Number:	MECH-19-02234	Completed Date:		Completed Time:	
Main Address:	839 Rose 56731600008 Marco Island,FL 34145				

Locations Contacts Checklist Fees **Attachments** Previous More Info

Attachments | Next Tab | Inspection Details | Main Menu

Attachments Sort Needs Action



Uploaded via CSS

video inspection.zip

Size: 14.3 MB

Remove

click or drag files

Add Attachment

+

Supported: pdf, zip

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](mailto:permitdesk@cityofmarcoisland.com)

Inspection Status:	Scheduled	Scheduled Date:		Scheduled Time:	
Permit Number:	MECH-19-02234	Completed Date:		Completed Time:	
Main Address:	839 Rose 56731600008 Marco Island,FL 34145				

Locations Contacts Checklist Fees **Attachments** Previous More Info

Attachments | Next Tab | 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.**