



Citizen Self Service Video Inspection Walkthrough – Residential Water Heater Changeouts

For Residential Water Heater 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. 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:

17-04382 RVI for WH 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

- Clear view of water heater and the space it is located in
- Close up view of water heater
- Clear view of all piping to and from the water heater including shut-off valves, expansion tank, etc.
- Clear view, of pressure relief valve and piping from valve to pan or termination
- Pan - if required the water heater pan must be clearly depicted and material the pan is made of identified (galvanized or other approved material)
- Electric wiring. The wiring supplying the electric water heater must be clearly depicted and described. The use of "plug-in" receptacles is not acceptable. Electrical installations must comply with NFPA 70. The circuit breaker feeding the water heater must be clearly labeled and breaker size and wire must be compatible with the amp rating/wattage as depicted on the manufactures label.
- Any conditions particular to the installation must be clearly depicted and described in the video.

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

Permit Details | Tab Elements | Main Menu

Type: REPLACE WATER HEATER Status: Permit Active Project Name:

Summary | Locations | Fees | Reviews 1 | **Inspections** | Attachments | Contacts | Sub-Records | Holds | 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
204 - Final Plumbing	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 #PLBG-19-02786

Inspection Type:

RVI-204 - Final Plumbing

Case Type

REPLACE WATER HEATER

Address:

28 Manor TER Unit/Suite: 9-203 59687480007 Marco Island, FL 34145

* Requested Date

03/30/2020

Comments/Gate Code

VIDEO INSPECTION

* Contact Name

Matthew

* Contact Phone

123-456-7890

Submit

Step 3

Go back to Permit Details

[◀Back](#)

Request Inspections (1)

1 Case #PLBG-19-02786

Inspection Type:

RVI-204 - Final Plumbing

Case Type

REPLACE WATER HEATER

Address:

28 Manor TER Unit/Suite: 9-203 59687480007 Marco Island, FL 34145

Requested Date

03/30/2020

Comments/Gate Code

VIDEO INSPECTION

Contact Name


Matthew

Contact Phone

123-456-7890

Step 4

Select inspections > Click on the inspection number

Permit Number: PLBG-19-02786 

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: REPLACE WATER HEATER Status: Permit Active Project Name:

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) **[Inspections](#)** [Attachments](#) [Contacts](#) [Sub-Records](#) [Holds](#) [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
RVI-204-009335-2020	Remote Video Inspection	Scheduled	03/30/2020	03/30/2020	Anderson Steven	

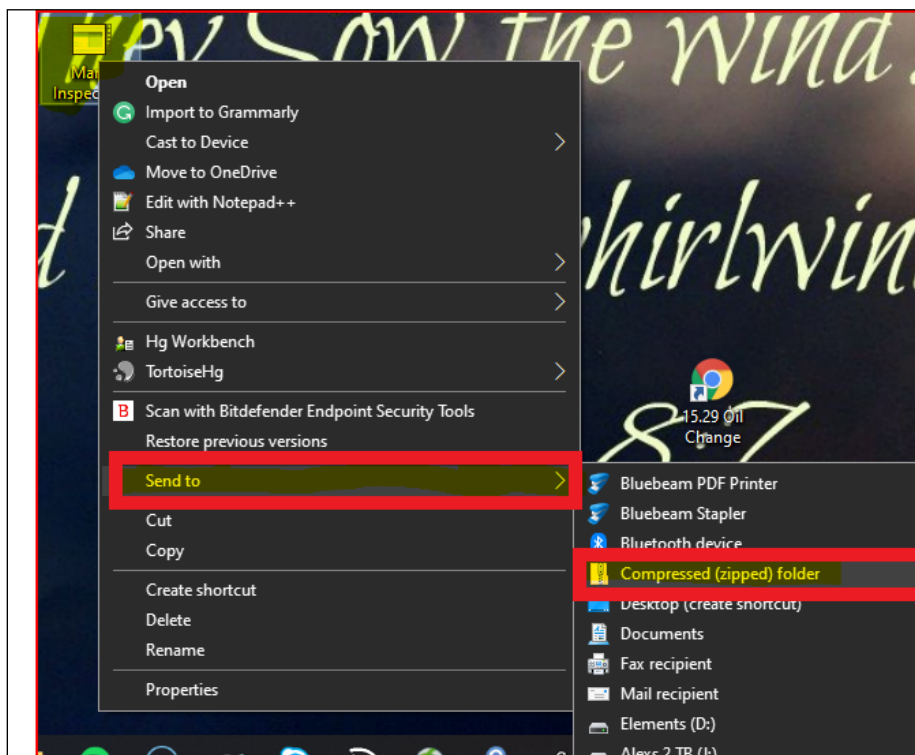
Results per page: 10 ▼ 1 - 1 of 1 << < 1 > >>

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 and say "allow files for upload" with the permit number

Inspection Details | Tab Elements | Main Menu

Inspection Type:	RVI-204 - Final Plumbing	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:	PLBG-19-02786	Completed Date:		Completed Time:	
Inspector Name:	Steven Anderson				
Main Address:	28 Manor 59687480007 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 Number: RVI-204-009573-2020

Cancel Inspection

Inspection Details | Tab Elements | Main Menu

Inspection Type: RVI-204 - Final Plumbing

Requested Date: 04/23/2020

Requested Time: 12:00 AM

Inspection Status: Scheduled

Scheduled Date:

Scheduled Time:

Permit Number: PLBG-19-02786

Completed Date:

Completed Time:

Main Address: 28 Manor 59687480007 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

Inspection Details | Tab Elements | Main Menu

Inspection Type: RVI-204 - Final Plumbing

Requested Date: 04/23/2020

Requested Time: 12:00 AM

Inspection Status: Scheduled

Scheduled Date:

Scheduled Time:

Permit Number: PLBG-19-02786

Completed Date:

Completed Time:

Main Address: 28 Manor 59687480007 Marco Island, FL 34145

Locations

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Previous

More Info

Attachments | Next Tab | Inspection Details | Main Menu

Attachments

Sort Needs Action

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

Uploaded via CSS

video inspection.zip

Size: 14.3 MB

Uploaded:

Notes: Uploaded via CSS

Remove

Application Documents

Add Attachment

Supported: pdf

Submit

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