

# NOW OFFERING REMOTE VIRTUAL INSPECTIONS (RVI)

## REMOTE VIRTUAL INSPECTIONS (RVI)

*Select inspection types  
are now available for remote  
inspections, subject to inspector  
approval. This method of inspection is  
quick and easy and saves times for  
both the contractor and Building  
Inspector. Photos are submitted to  
your Building Safety Department and /  
or FaceTime or Zoom meetings are  
conducted to complete the inspection.*

**City of Medford  
Building Safety Department**  
Lausmann Annex  
200 S. Ivy Street  
Medford, Oregon 97504

Phone: 541-774-2350  
Fax: 541-618-1707  
E-mail: [Building@cityofmedford.org](mailto:Building@cityofmedford.org)



**MEDFORD**  
BUILDING SAFETY



## Qualifying (RVI) Inspections:

Residential only; existing, additions, and alterations:

- Building
- Mechanical
- Electrical
- Plumbing
- Reinspections
- Pools, Fences, Backflow

## Required Equipment:

- Internet access—strong Wi Fi connection or minimum 4G connectivity — ensure inspection location has coverage
- Smart phone or tablet
- Media account: Zoom or FaceTime
- Tools (based on type of inspection): tape measure, level, GFCI tester, flashlight, step ladder, paper and pen/pencil, etc.
- Relevant documents: Permit card, plans, manufacturer's installation instructions

Contact must be 18 years or older.

Remote inspections are subject to inspector approval. If the inspector determines that a successful inspection cannot be performed remotely, whether prior to confirming or during the remote inspection, an on-site inspection will be scheduled. Inspections requested by 7 a.m. can be completed the same day. If feasible, pictures are acceptable but the inspector may require a virtual or on-site inspection.

## SCHEDULING INSPECTION:

Inspections can be scheduled by sending an email to [Building@cityofmedford.org](mailto:Building@cityofmedford.org) with pictures if feasible; by calling 541-774-2350 and leaving a voicemail, indicating that it is a remote inspection request or by selecting \*, at the main (541-774-2350) menu, to access the Integrated Voice Response (IVR) system and follow the prompts. Also leave a voice message that the preference is for a remote inspection; and by logging onto <https://medf-egov.aspgov.com/BP/index.html> and adding “Virtual Inspection” onto the comments bar.

Information to include:

1. Contact name
2. Phone number
3. Email (optional)
4. Permit number
5. Site address
6. Inspection type
7. Desired date and time
8. Preferred means — Zoom or FaceTime

By scheduling a remote inspection: you consent to the use of videos and photos for the purpose of the inspection, are responsible for your own safety during the remote inspection, and certify that you are making available the site and inspection items truthfully and to the best of your ability; that the remote inspection is voluntary and not mandatory; and that you are responsible for compliance with all codes and standards applicable to the project.

## THE INSPECTION

A Building Inspector will contact you to confirm the time of inspection.

The inspector will initiate the contact at the designated time.

If photos were submitted, the scheduled inspection will be the opportunity to exchange questions and possibly receive the results.

If performing a virtual inspection, begin the inspection at the exterior, facing the structure with the address or other required jobsite identification in the video display. Follow the direction of the inspector. As the inspection progresses, write down any items that the inspector finds that need to be corrected. Do not write on the permit card. The inspector will update the card at the next in person visit.

Do not cover any work needing corrections until the corrections are verified at time of reinspection.

## INSPECTION RESULTS

Results can be found online at <https://medf-egov.aspgov.com/BP/index.html> and are typically available within one business day.

