

# How to have a REMOTE BUILDING INSPECTION



The Permit Inspections Division of the City of Oakland, Planning and Building Department is committed to inspecting all permitted work in the City of Oakland. We have rolled out remote inspections in an effort to save permittees time and keep projects moving along.

## 1. Download Microsoft Teams to your device

Download Microsoft Teams app for your phone (click on icon), for desktop visit: [Microsoft Teams](#)



## 2. Upgrade your tech

**A poor connection can result in not being able to perform the virtual inspection.**

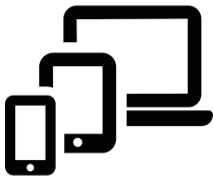
- Make sure you have a good wi-fi or cellular connection (4 Bars)
- Use a wired connection or locate as close to your router as possible
- Download the latest software updates
- Use a hi-res camera and a reliable headset or speaker

## 3. Your Remote Inspection

**Preparing for the Remote Inspection is important.**



- Ensure Site is clean and not noisy
- Have all approved plans and revisions on site
- Have all tools/equipment needed for the inspection (ladders, measuring tape, lighting, flashlight, etc)



- The remote inspection appointment will be sent to your email
- You will receive a reminder and option to cancel
- Accept the Microsoft Teams remote inspection call.
- Clear any other apps on your phone to ensure Microsoft Teams runs optimally



- Guide yourself based on the inspectors' request.
- Supplemental photos sent via email may also be needed to accomplish the inspection
- Remote Inspections are limited to 20 minutes maximum.

## 4. Remote inspection results

**How will you receive the results of your inspection**



### Pass/Partial

- Inspector Results accordingly
- Results are entered into electronic permit tracking system
- If job card/permit is scanned and emailed to inspector, it can be signed electronically



### Not Pass/Partial CN Issued

- Inspector Results accordingly
- Results are entered into electronic permit tracking system
- Inspector send CN via email to contractor

## 5. Resources

### To Access more electronic services provided by the Planning and Building Department



[Building Inspections Page](#)



Contact your Inspector  
Building Inspector Directory



[PBD Response to COVID-19](#)



Phone Scheduling  
510-238-3444

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Building Bureau- Permit Inspections  
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