PLEASE READ THE FOLLOWING PRECAUTIONARY MEASURES BEING IMPLEMENTED FOR THE SAFETY AND WELL-BEING OF YOU AND OUR STAFF DUE TO COVID-19 (CORONAVIRUS)

REVISED 3/24/2020

Inspection Services

• For the safety and well-being of you and our staff, in-person interior inspections for occupied or recently occupied residences will not be conducted at this time.
• For interior inspections, please be prepared to present the inspector with photographs or video of the work to be inspected. Photographs and short videos should be emailed directly to the inspector. See below for email addresses.
• If the inspector requests a live video, you will be sent an email link from Microsoft Teams. Please see the next page regarding Microsoft Teams.
• It will be at the discretion of the inspector if the work may be approved upon viewing the photographs or video taken.
• If the inspector cannot approve the work performed, you may reschedule the inspection once full city services have been restored; or, you may contact an Engineer to inspect and certify that the work was done pursuant to the issued permit and performed in a manner compliant with the Florida Building Code. Such certification shall be signed and sealed by the Engineer. The original signed and sealed certification shall be submitted to the Building Department via US Mail, FedEx or UPS and is subject to review.
• After-hour and weekend inspections are not being offered at this time.
• Non-permit related interior inspections regarding minor or moderate property maintenance issues will not be performed at this time. Please contact the city again once full city services have been restored.
Microsoft Teams

- Please note that photographs and videos emailed directly to the inspector are preferred.
- If the inspector requests a live video, s/he will set up an online meeting request.
- You will receive an email from Microsoft Teams and will be prompted to download the “Teams” app.
- Please note that you do not need to create an account or follow any directions to sign in. Once the app has downloaded, go back to the email that contained the invitation to the online meeting.
- Click “Join as a guest”
- Type in your name and click “Join meeting”
- You will be connected to the meeting and will be able to see the inspector.
- To share your video feed, you may have to touch your screen to bring up the menu bar.
- The menu bar will have a picture of a microphone, speaker, three dots and a phone.
- Select the three dots and then select “Share”.
- Select “Share Video”
- If you are prompted with a security alert asking you to allow access, please follow the prompt to allow access.
- Once sharing is allowed, select “Start Presenting”, this will allow the inspector to see what you are shown on your screen.
- At the end of the inspection, you may select the red phone to end the online meeting.

Inspectors

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