



City of Kingsburg

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BUILDING INFORMATION BULLETIN 2026-001

Effective Date: 8/17/2026

To: Architects, Engineers, General and Trade Contractors, Associations & Citizen of Kingsburg

Subject: Implementation of the Remote Virtual Inspection Program

From: AJ O'Connell, MCP, CBO, CCEA – Building Official

Policy:

The City of Kingsburg Building Division has developed a Remote Virtual Inspection (RVI) Program to provide customers and inspection staff with an innovative way to achieve timely inspections through real-time video streaming from construction sites. By using specific streaming video technology and platforms, RVI can be used to inspect, certify, audit, and diagnose certain aspects of building design, operation, and performance.

This bulletin is intended to assist in requesting, preparing, and what to expect during the RVI.

The Building Division has referenced the *2020 Recommended Practices for Remote Virtual Inspections* publication from the International Code Council (ICC). This document is available for review at the Building Division Front Counter during normal business hours.

Why is the Building Division implementing RVI?

Implementing a Remote Virtual Inspection Program provides residents and contractors with a faster and potentially more convenient inspection process. By reducing wait times, minimizing project delays, and increasing scheduling flexibility, the program improves the overall customer experience while maintaining the City's commitment to public safety and code compliance. The program also promotes transparency, reduces travel-related impacts, and enables City staff to deliver services more efficiently without compromising inspection quality.

Who can request an RVI?

Any adult applicant for an active issued building permit for a single-family residential project may request RVI for specific types of inspections. The applicant **must complete at the time of permit issuance** the Participation Agreement Form to participate. The Participation Agreement Form is attached to this Information Bulletin.

What types of projects are eligible for RVI?

The following types of projects, and their required inspections, are eligible for an RVI:

- Residential water heaters.
- Residential heating, ventilation, and air-conditioning Systems (HVAC).
- Residential reroofs.
- Structural roof assemblies.
- Structural brace walls at or above two stories above grade.
- Minor residential electrical work, including all the following:
 - 1. Main and subpanel replacements or upgrades.
 - 2. Rewires.
 - 3. Whole-house fans.
 - 4. Ceiling fans.
 - 5. New electrical circuits.
- Minor residential plumbing work, including all the following:
 - 1. Sewer repair and replacement.
 - 2. Replumbing of supply and drainage piping.
 - 3. Fixture replacement.
- Photovoltaic and energy storage systems.
- Smoke and carbon monoxide detectors.
- Home hardening and defensible space, including improvements to comply with the *California Wildland-Urban Interface Code*.
- Drywall.
- Exterior lath and siding.
- Insulation.
- Window replacements.
- Light foundations and footings.
- Fireplace inserts.
- Patios or decks.
- Temporary power poles.
- Demolition.
- Removing gas lines.
- Storage sheds not greater than 800 square feet.
- Unoccupied “U” occupancy structures at or above two stories above grade.

How does RVI differ from the City’s Drone Inspection Program?

In 2023, the Kingsburg City Council approved the use of Drones to perform certain building inspections. Information regarding the City’s program may be found [here](#). RVI is complementary to Drone usage. Inspections that are permitted to be conducted using Drone technology will continue to follow the process and procedures outlined in the Drone Inspection program. On-site RVI requests for these inspections will not be approved.

How do I request RVI?

1. RVIs will be scheduled and conducted at the following times:

<u>Monday – Friday</u>	<u>Monday – Thursday</u>
9:00am	2:00pm
9:15am	2:15pm
9:30am	2:30pm
9:45am	2:45pm

2. The permit applicant must email buildingplanning@cityofkingsburg-ca.gov no later than 4pm the day prior to the requested inspection. The email must include all the following information:
 - i. “RVI Request” in the subject line
 - ii. Permit number and address of the job site
 - iii. Type of inspection

- iv. Request for a scheduled time as listed above. Times are first-come, first-served. If a block of time is not available, the Building Division will schedule for the immediate following block.
3. After 4pm on the day prior to the inspection, the Building Division Inspector will send an invitation to the requestor for a **Microsoft Teams** meeting for the scheduled time. It is the responsibility of the requestor and/or the on-site customer to have the latest edition of Microsoft Teams on their device to be used for the inspection and to be familiar with operating the platform effectively. Microsoft Teams can be downloaded in both Google Play and Apple App Stores.
4. On the day and time of the requested inspection, the Building Division inspector will initiate contact via Microsoft Teams.

How do I prepare for RVI?

1. Prior to the inspection, ensure that:
 - a. The jobsite is safe at all times for the individual(s) using the device during the RVI.
 - b. The device to be used during the RVI is fully charged and has a suitably charged additional power supply (battery pack).
 - c. Ensure that the lens and screen of the device being used is clean of any dust, grime, or smudges. The use of a noise-cancelling headset is recommended.
 - d. The jobsite has high-speed Wi-Fi connectivity or a minimum 4G cellular service with a strong signal.
 - e. The necessary tools based on the type of inspection are readily available, such as:
 - Flashlight,
 - Tape Measure,
 - Level,
 - Ladder,
 - GFCI Tester,
 - Selfie pole – helpful for close ups of ceilings or other elevated elements.
2. The approved plans and permit must be on site and available at all times during the project. Any additional documents related to the inspection must also be on the jobsite such as structural observation reports, Energy Code Compliance Rater reports, etc.
3. Good lighting is available and clear any unnecessary objects or obstructions from the inspection area(s).
4. RVI shall only be conducted by adults over the age of 18.

What can I expect during RVI?

1. The RVI will begin with a street view of the structure with the address showing. The inspector will then need to view the permit.
2. The Inspector will provide direction on the order of items to view and the route of the inspection.
3. As the inspection progresses, write down any items that the Inspector finds that needs to be corrected. Be sure the notes are detailed and ask questions of or seek clarification from the inspector at the time of the RVI. If the Inspector identifies a correction, take a picture of the affected item(s) and email them to the Inspector.
4. In most cases, the Inspector will relay the results of the inspection before the end of the RVI of a pass, fail, partial pass, or not ready. Do not write the results of the inspection on the permit; the Inspector can update the permit at the next in-person visit.

5. If corrections are required, the Inspector will email the requestor of the inspection a list of items that need corrective action before the end of the day.
6. Do not cover any work needing corrections until the corrections are verified by reinspection.

How does the City retain records from RVI? How will my information remain safe and secure?

- Live streaming video of the RVI will not be recorded or retained by the Building Inspector, the City of Kingsburg Building Division, or any other division in the City of Kingsburg.
- Inspectors for the Building Division will only request that images of items noted for corrections be taken. These photos will then be retained in the project's permit activity file in accordance with the City's Record Retention Schedule.

For additional information regarding this Bulletin, please consult the Building Division website at <https://www.cityofkingsburg-ca.gov/149/Building-Department> or contact the Building Division at 559-897-5328 or buildingplanning@cityofkingsburg-ca.gov.



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REMOTE VIRTUAL INSPECTION (RVI) PROGRAM PARTICIPATION AGREEMENT

IN ORDER TO PARTICIPATE IN THE CITY OF KINGSBURG BUILDING DIVISION REMOTE VIRTUAL INSPECTION (RVI) PROGRAM, THE FOLLOWING PARTIES MUST AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT.

BY AGREEING TO THE TERMS OF THIS RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, YOU WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE.

- 1) I am the applicant or authorized representative for this permit No. _____ at (job address) _____, and acknowledge the risks and assume responsibility for my participation in the RVI Program. I hereby hold harmless the City of Kingsburg, its officers, agents, employees, and representatives involved in the facilitation of the RVI and indemnify the City against any or all claims, actions, suits, procedures, costs, expenses (including attorney's fees and expenses), damages, and liabilities arising out of, connected with, or resulting from my participation in the RVI Program.
- 2) I hereby release and discharge the City of Kingsburg, its officers, agents, employees, and representatives from any and all liability, claims, damages, and demands of whatever kind or nature which in whole or in part result from, arise out of, or are claimed to result from or arise out of my participation in the RVI Program.
- 3) I acknowledge and agree that I may NOT electronically record or broadcast any portion of the virtual inspection, unless it is required by the provisions of the RVI Program. Unauthorized recording (e.g., audio, video, still photography) of the virtual inspection is strictly prohibited as it may contain confidential information and may violate City agreements.

I HAVE READ AND UNDERSTOOD THIS AGREEMENT, AND I AM AWARE THAT BY MY PARTICIPATION IN THE RVI PROGRAM, I AM INDICATING MY ACCEPTANCE TO THE TERMS OF THIS AGREEMENT.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____