
BUILDING DIVISION

Virtual Inspections via Email During Covid-19

Virtual Inspections program allows contractors to request inspections by email with the submission of pictures. The following types of inspections for existing structures and change outs may be eligible for these inspections.

- Water Heater Installations
- Window and Door Installations
- Pre-Fabricated Shed
- Electrical Service Repairs and Change Outs
- Re-Roof Deck Nailing, Dry-Ins and Final Inspection
- HVAC Change-Out

Do not schedule inspections using Accela Citizens Portal. Instead, email your date stamped pictures along with a brief narrative document containing the permit number, address, contact name, and phone number to: Virtualinspections@polk-county.net. If pictures aren't date stamped, the narrative must include dates pictures were taken.

Below is a list of pictures required to be submitted for review:

WATER HEATERS

1. Address numbers on house or mailbox.
2. Entire unit.
3. Pressure relief valve and discharge piping.
4. Wiring of unit including bonding (green screw) and overcurrent protection.
5. Pan at base of water heater if required.
6. Drain line from pan to discharge point.

WINDOWS AND DOORS.

1. Address Numbers on house or mailbox.
2. Windows and factory applied stickers showing "Design Pressure" and model.
3. Screw or fastener spacing.
4. Caulking or sealing.
5. Affidavit

PRE FABRICATED SHEDS

1. Address Numbers on house or mailbox.
2. Show overview of the structure and setbacks to property lines.
3. Show engineered anchoring detail.

4. Show anchors.

ELECTRICAL SERVICE REPAIRS AND CHANGE OUTS

1. Address Numbers on house or mailbox.
2. Panel with cover removed showing electrical components.
3. Panel with cover installed showing no open spaces.
4. Meter can with cover removed showing electrical connections (if possible).
5. Ground rods and conductor.

RE-ROOF DECK NAILING, DRY-INS AND FINAL.

1. Address Numbers on house or mailbox.
2. Entire view of house showing slope(s).
3. Roof sheathing and spacing of fasteners (nails).
4. Dry-In material and photo showing roof surfaces.
5. Flashings, drip edge, vents and valleys prior to roof covering installation.
6. Completed job showing all surfaces.
7. Affidavit

HVAC CHANGE-OUTS

1. Address Numbers on house or mailbox.

Condenser

2. Anchors.
3. Maximum Overcurrent Protection (MOP) as indicated on data plate.
4. Electrical Disconnect.
5. Refrigerant Line Locking Caps.
6. Refrigerant Line Set Chase if applicable (It must be sealed at the bottom).
7. Condensation Discharge and "P" Trap if applicable.

Air Handler

8. Condensation Drain Line "P" Trap.
9. Secondary Condensation Drain Line.
10. Primary Condensation Drain and Float Switch.
11. Overflow Pan Drain or Float Switch.
12. Electrical Disconnect.
13. Size of Heat Strip as shown on Data Plate or Written by Technician if applicable.
14. Air Filter.

Ducts and Duct Connections

15. Connections and any Repairs or Modifications

Electric Panel or Sub Panels.

16. Breaker sizes for condenser and air handler.