

**CITY OF ROCHESTER**  
**COVID-19 CERTIFICATE OF OCCUPANCY INSPECTION PROCEDURE**  
**ADDENDUM: VIRTUAL INSPECTIONS**

7/9/20

The following steps shall be used as a guide for what is required when performing and submitting a virtual inspection.

- A virtual inspection **may** be performed in order to abate existing violations cited on the initial inspection.
  - A virtual inspection shall not be accepted in place of an initial inspection.
1. The owner/Property Manager shall request approval to perform a virtual inspection from the area inspector. (The virtual inspection shall only be approved for reinspections).
  2. The inspection must be recorded with audio.
  3. The date, time and name of person(s) performing the virtual inspection shall be verbalized.
  4. The recording shall start on the exterior where the property address is both noted verbally and seen upon approaching the entrance.
  5. Each of the violations both in the common area and in each dwelling must be called out with a location and the nature of the violation.
  6. Each dwelling inspection shall show the dwelling number, letter or verbal indication where in the building the dwelling is located. For example: basement, first unit on the right.
  7. Once in the dwelling unit, specific locations for each room need to be identified and the violation being noted for abatement. Example: second floor, first bedroom on right, window needs repair-latch missing.
  8. Testing of smoke and carbon monoxide detection shall also be done if they were cited on the original inspection.

The recording of the inspection shall be saved in a PDF format and sent to the inspector for review. The quality needs to be clear enough for the inspector to be comfortable enough to abate the violation. If the inspector finds that any part of the virtual inspection is not clear enough, a request may be made to provide additional video.