



**Bureau of  
Development  
Services** FROM CONCEPT  
TO CONSTRUCTION

## DEMOLITIONS LIVE-VIDEO INSPECTION POLICY

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### **CUSTOMER INSTRUCTIONS**

**Applies to Demolition Projects Subject to PCC 24.55.205**



## WHAT IS IT:

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The Demolition Live-Video Inspection provides an alternative to an in-person site inspection by a Bureau of Development Services inspector for the required second #205 inspection for mechanical demolition activities. If you choose this alternative method, the second #205 inspection must be requested and scheduled through the Interactive Voice Recording (IVR) system. Mechanical demolition is not permitted to begin until the Live-Video Inspection is underway, required wetting is verified and the BDS Inspector instructs you to begin mechanical demolition activities.

Live video technology options are Apple FaceTime or Skype for Business. BDS inspection staff uses Apple-based devices, so using Apple FaceTime is preferred.

Based on which customer product you will be using, please follow the appropriate live-video technology product instructions below, to initiate and complete a live-video second #205 inspection when you are ready to begin mechanical demolition.

## WHAT TO EXPECT:

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The customer will need to follow the audio instructions of the BDS inspector during the live-video inspection. The customer video will need to:

- Show the property and adjoining properties in order to verify permit site.
- Show erosion and sediment control measures are in place along the perimeter of property.
- Show the wind speed reading from the wind speed monitor
- Show the wetting system is operational and is use during mechanical demolition activity. This verification will include:
  - Is the wetting system capable of providing dust suppression?
  - Is the mechanical equipment being wetted when making contact with the structure?
  - Is the debris being wetted when transferred from the structure to the container or stockpile?

Video verification of mechanical demolition and wetting is anticipated to take 15 min. However, additional video verification filming shall be required at the discretion of the BDS inspector in order to verify that the wetting system is capable of suppressing dust. Demolition live-video inspections are scheduled through the IVR system and can be completed between 9 a.m. and 3 p.m. on the scheduled day.

# APPLE FACETIME REQUIREMENTS

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The customer will need an iPhone or iPad with reliable data service (4G/LTE internet) or a strong Wi-Fi connection.

Warning: Older mobile devices or mobile devices with older operating systems and lower resolution cameras may not work properly with the video inspection program.

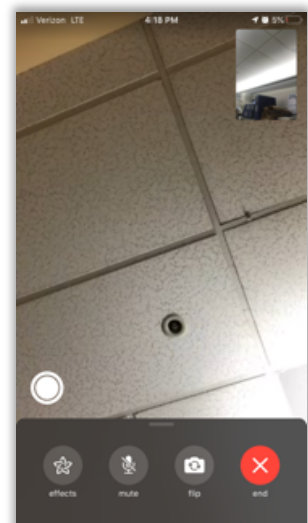
## Steps:

### ***1. Schedule the inspection***

- Call the IVR system at 503-823-7000 and schedule a #205 inspection. Follow IVR scheduling instructions and include the following information:
  - a. When prompted to enter a phone number, be sure to enter the phone number for the Apple device that will be used to conduct the FaceTime call. The phone number entered on the #205 inspection request is the number the inspector will call to complete the FaceTime call.
  - b. When prompted to leave special instructions for inspector (message), press 1. Your message must include the following information:
    - i. State that you are requesting a demolition live-video inspection
    - ii. State that you are requesting a FaceTime call on an Apple device
    - iii. State the time at which you would like to receive the FaceTime call (remember that mechanical demolition activity will need to begin once the FaceTime call is connected). Live-video inspections are scheduled through the IVR system and can be completed between 9 a.m. and 3 p.m. on the scheduled day.

### ***2. Day of inspection***

- Make sure your iPhone or iPad is fully charged
- Accept the FaceTime request when inspector initiates call
- Once FaceTime call is established, click on “Flip” button to select outward facing camera for the inspection and make sure that “mute” button is not selected.
- Follow the audio instructions of the inspector during the FaceTime call to complete the inspection.



# SKYPE FOR BUSINESS REQUIREMENTS

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Customers will need:

- **Skype for Business:** an application on a mobile device to interact with the City inspector. Download and Install Skype for Business. There is no need to create a Skype account.
- **Mobile device** (smartphone or other tablet) with reliable data service (4G/LTE internet) or a strong Wi-Fi connection
- **A working e-mail address** at which to receive a Skype for Business meeting invitation for inspection.

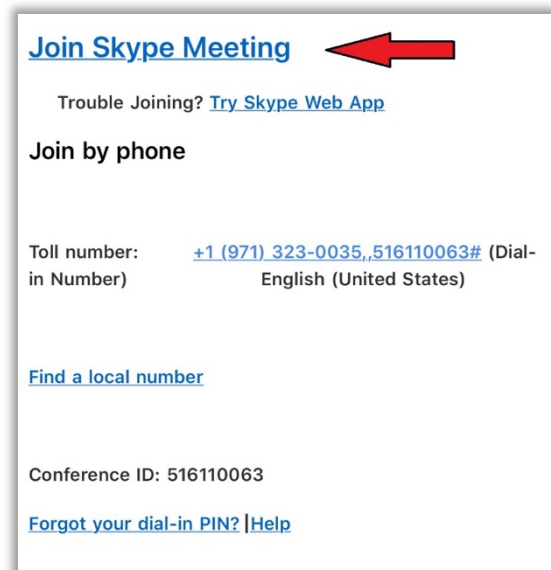
Warning: Older mobile devices or mobile devices with older operating systems and lower resolution cameras may not work properly with the video inspection program.

## ***1. Schedule the inspection***

- Call the IVR system at 503-823-7000 and schedule a #205 inspection. Follow IVR scheduling instructions and include the following information:
  - a. When prompted to special instructions for an inspector (message), press 1. Your message must:
    - i. State that you are requesting a demolition live-video inspection
    - ii. State that you are requesting a Skype video inspection
    - iii. Provide the email address at which to receive the Skype video inspection call (remember that mechanical demolition activity will need to begin once the call is connected). Live-video inspections are scheduled through the IVR system and can be completed between 9 a.m. and 3 p.m. on the scheduled day.

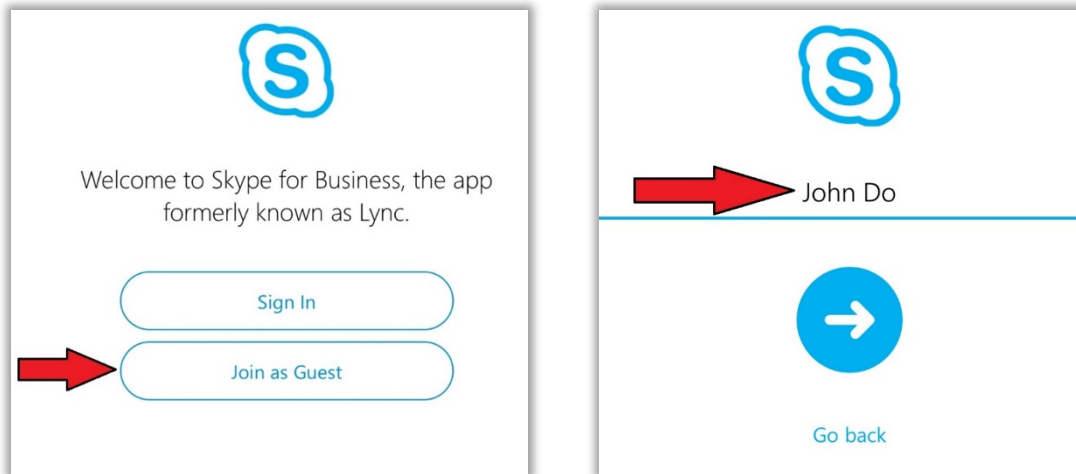
## ***2. Day of Inspection***

- BDS staff will send an email invitation to the email address listed on the IVR message.
- At the scheduled inspection time, launch the Skype for Business video inspection call by clicking on the 'Join Meeting' link in the email invitation.

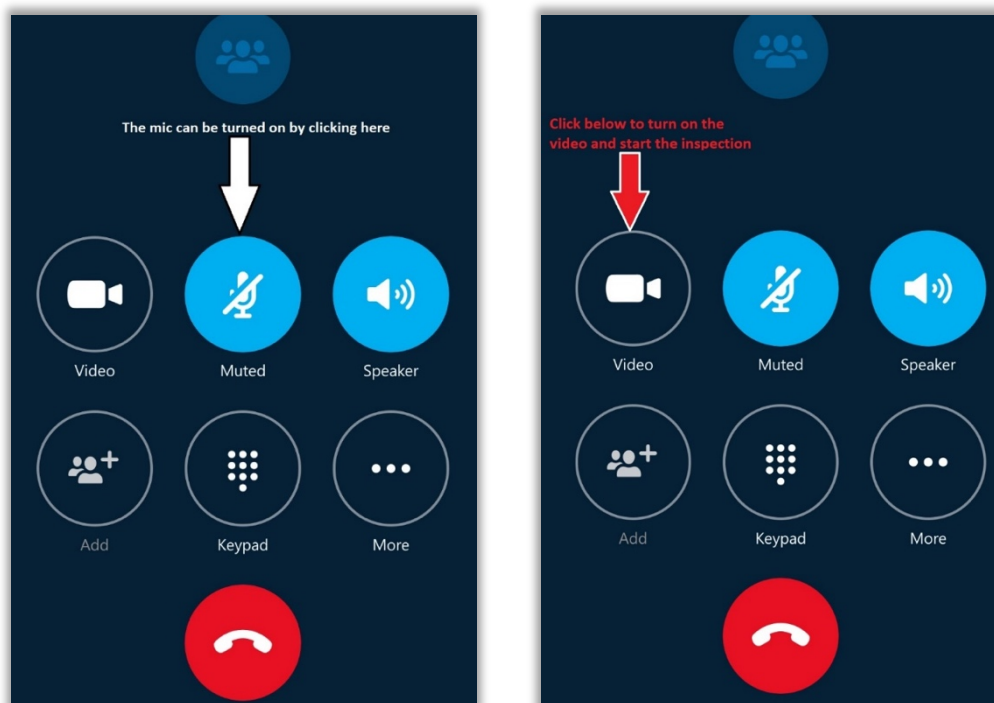




- Make sure to join as a guest (no sign-in required).
- Please enter your name.

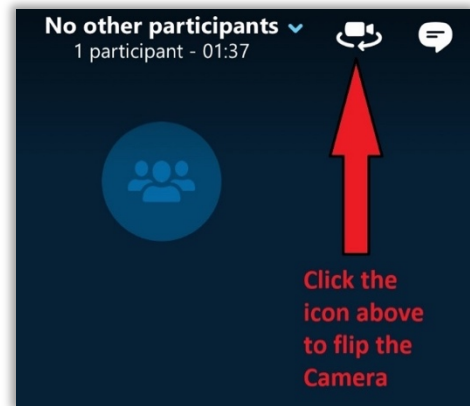


- You should have a view of the City inspector
- Tap the Skype for Business screen to access the toolbar.
- Tap the mic icon to turn on the microphone.
- Tap the camera icon to turn on the camera.



- The screen view should be a full-screen image of the City inspector and your device's image in the upper right small screen.

- In the top right-hand corner view of your screen, tap the reverse camera icon. This should activate the forward-facing camera.
- If your forward-facing camera view is not in full-screen mode – touch and drag the icon view from the top right to the middle of the screen until you see a check mark. You end up with a split-screen view. Touch and drag your image to create a small screen in the upper right corner.
- Be sure to orient your camera to landscape mode so that the inspector will see the whole picture during the inspection.
- Follow the audio instructions of the inspector during the video call to complete the inspection.



## INSPECTION RESULTS:

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- Upon completion of the video inspection the inspector will tell you if the inspection is APPROVED.
- If the inspection is NOT APPROVED, the city inspector will provide feedback and guidance on what corrections or adjustments are necessary for approval. Reinspection fees may apply.

### Notes:

Depending on how your phone is configured, you may receive alerts or calls during your remote video inspection. If you choose to take an outside call before the inspection is complete, then the inspection may be listed as “not-ready”, “partial” or “no access as applicable.” If the connection is lost during the inspection the inspector will attempt to re-establish connection for up to five minutes after the initial loss of a connection. If connection cannot be re-established the inspection result will be NOT APPROVED and will need to be rescheduled.

For complete information on demolition inspection requirements please visit, [www.portlandoregon.gov/bds/80378](http://www.portlandoregon.gov/bds/80378).