

## **Virtual Inspections with Microsoft Teams**

The first step in this process is to schedule the inspection as you normally would in the County's permitting system using either Accela Citizen Access (ACA) if you have an account, or calling a Customer Service Specialist at 941.743.1201.

When scheduling your inspection in ACA or speaking to one of our Customer Service Specialists, it is important that the following information is communicated to the Customer Service Specialist or typed in the inspections comments box in ACA.

- 1. Request or type "Virtual Inspection"**
- 2. Name of the person at the job site**
- 3. Email address of the person at the job site**
- 4. Phone Number of the person at the job site**
- 5. Time requested for virtual inspection**

*Please note: We will do our best to schedule the time you are requesting. If the time needs to be adjusted, our Inspector will contact the contractor with a new available time. Virtual inspections are not available for all permit types so please refer to the virtual inspection availability list.*  
XXXXX




On the morning of the inspection the County Inspector will review their schedule for the day and send you a meeting invitation by email to confirm the virtual inspection time. If the time conflicts with another inspection the inspector will give you a call to coordinate another time. Appointment times need to be kept or we will need to move on to the next inspection.

Inspections will still be held between 7:30am-3:30pm.

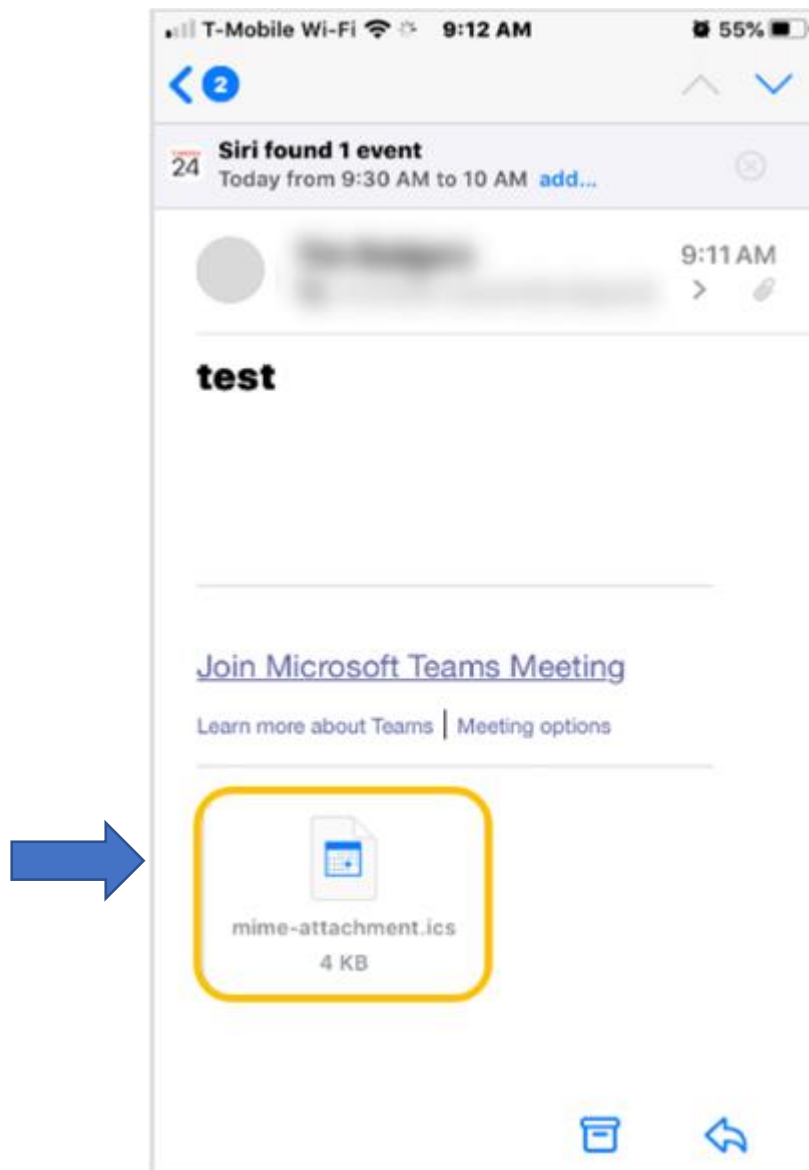
The inspector will guide the contractor through the virtual inspection on what they need to see to result the inspection.

Before your inspection, please make sure you have the Microsoft Teams on your mobile device. Download instructions and steps to take for the virtual inspection are on the next page.

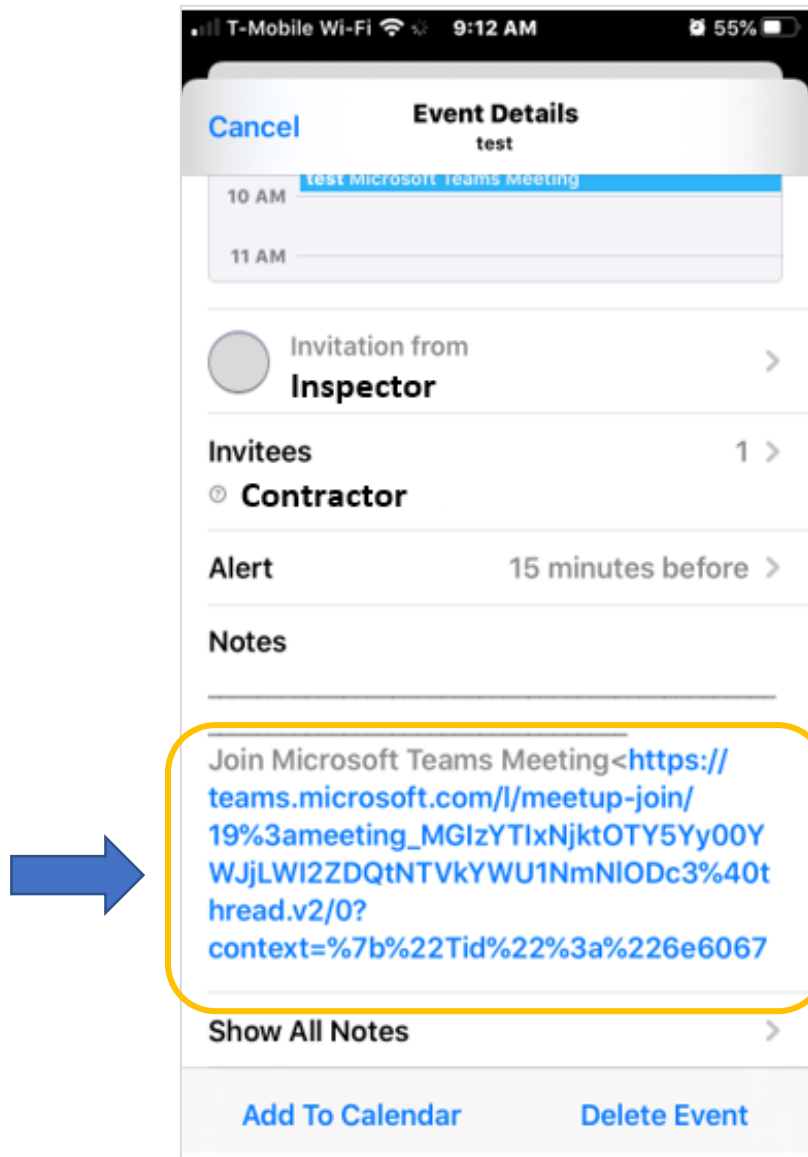
### Step 1: Download Microsoft Teams

- Go to your App Store (iPad)  or Play Store (Samsung Phone) 
- Search for “Microsoft Teams” and download the app. 

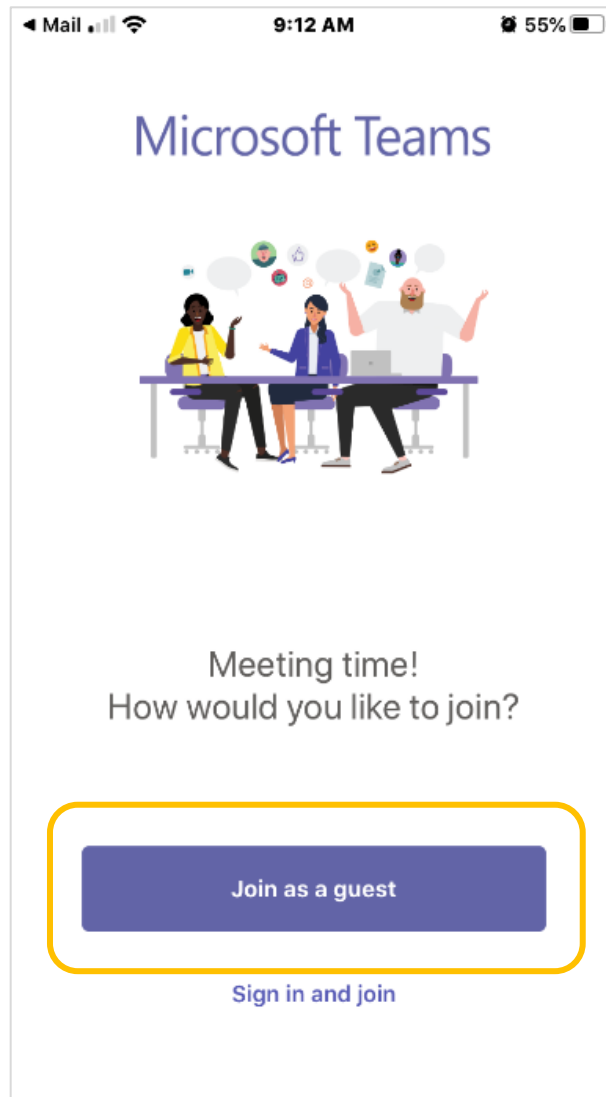
### Step 2: When you receive the email invitation, tap on the attachment



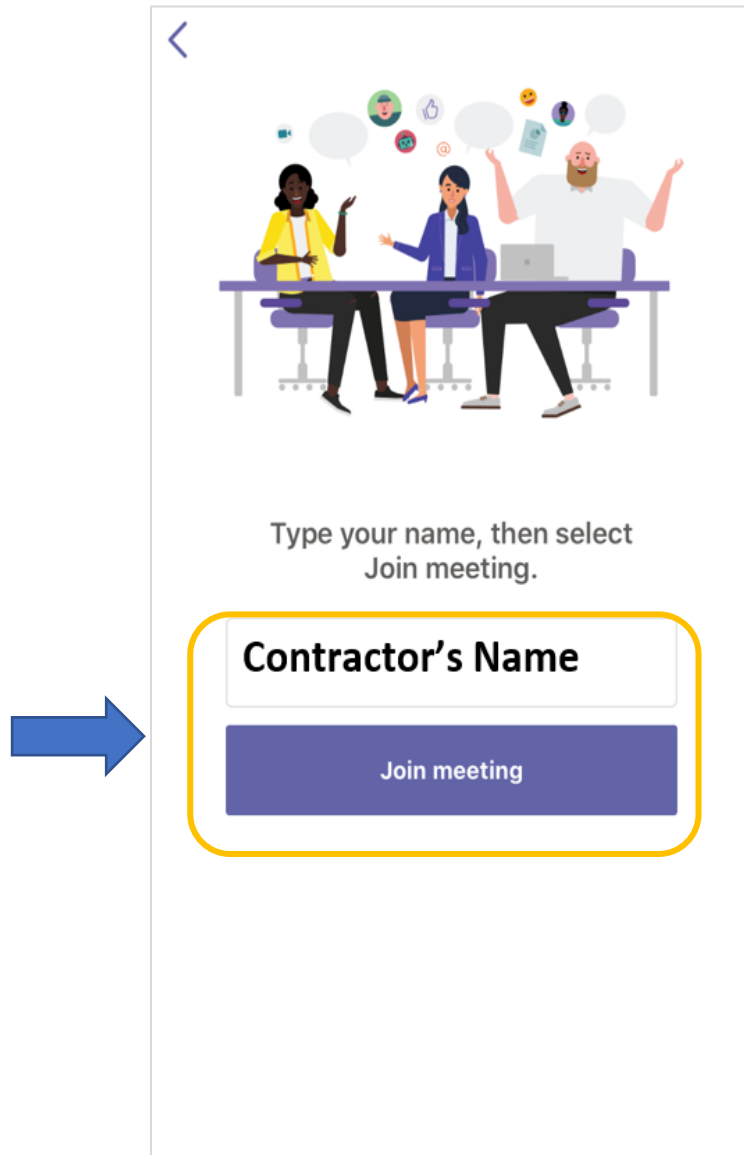
Step 3: Tap on the link



**Step 4: Tap “Join as a guest”**



**Step 5: Type in your name and tap “Join meeting”**



**Helpful tips during your inspection:**

- **PLEASE MAKE SURE YOUR CAMERA AND MICROPHONE ARE ON**
- **Have a flashlight available to you for areas that may be dark**