

**ADVISORY  
REMOTE INSPECTIONS**

BUILDING CODE SERVICES

**REMOTE INSPECTIONS**

This advisory applies to the application of remote inspection provisions within 1.3.5.3. Division C – Part 1 of the Ontario Building Code.

**PURPOSE OF ADVISORY**

The Ontario Building Code notes that for greater certainty, when undertaking a required inspection, the inspector may choose to not attend at the physical site of the building and may instead undertake the inspection using other means.

This advisory outlines under what exceptional circumstances a remote inspection may be permitted, in lieu of an on-site inspection. The advisory also outlines how the remote inspection shall be scheduled.

It is important to note that on-site inspections continue to be the preferred method of inspection delivery by City of Ottawa Building Code Services.

**LIMITATIONS AND CONDITIONS**

The following inspections are not permitted to be conducted remotely, as per Building Code Services:

- Fire separations and fire stopping
- Life safety systems testing
- Occupancy
- Superstructure (except for premanufactured building components outside of the municipality – see 'site conditions')

**EXCEPTIONAL CIRCUMSTANCES**

The use of a remote inspection shall be discussed with the inspector in advance of construction progressing, and is reserved for the following:

**EXTENUATING CIRCUMSTANCES**

- pandemic
- civil unrest
- environmental or weather-related events
- technology or infrastructure failure
- other circumstances, as directed by the CBO or program manager

**SITE CONDITIONS**

- inaccessible or unsafe
- distance
- construction of premanufactured building components, outside of the municipality

**MINOR REINSPECTIONS**

- inspector driven and reserved for re-inspection of minor outstanding items

**REMOTE INSPECTION REQUEST**

This is an official Advisory from City of Ottawa Building Code Services

Rationale regarding the use of a remote inspection shall be provided to the inspector at time of remote inspection request. If supported, the inspector will schedule a date/time for the remote inspection. Prescribed inspection timelines as per the Ontario Building Code shall apply.

The inspector and client will decide upon a compatible method of video delivery (e.g., Zoom, WebEx).

Once the remote inspection is scheduled, the inspector will provide a list of required documents to the client, which are to be provided via email in advance of the inspection. This can include stamped plans, professional reports, measurements, contacts and supporting documents/photos. If the requested items are not received in advance, the inspection will be documented as 'failed' and rescheduled. A list of tools required to conduct the remote inspection may also be provided, where applicable (e.g., level, flashlight, measuring tape).

### **SITE VERIFICATION**

The site location (e.g., address, lot number, unit) shall be confirmed by way of video, before the remote inspection commences.

### **DEVICE REQUIREMENTS**

The client must have sufficient connectivity at time of remote inspection.