



TOWN OF LONGBOAT KEY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
**VIDEO INSPECTIONS MANUAL – A/C CHANGE OUTS**

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# **VIDEO INSPECTION REQUIREMENTS**

## CONTRACTOR VIDEO INSPECTION REQUIREMENTS

**NOTE:** *If the video does not meet all the guideline set with in this procedure, the video will not be accepted, and a FAIL result will be placed on the permit by the inspector reviewing the video.*

### Recording Requirements:

- Required equipment:
- Smartphone with 1080p capabilities
- Tablet with 1080p capabilities
- GPS location must be on while the video is being recorded
- Ensure ample lighting for video.
- HOLD VIDEO DEVICE HORIZONTAL WHILE FILMING.
- When recording please hold video device steady, allowing the device to focus on each item.
- Video must be continuous — no stopping or pausing during filming.
- Save video to your Photo Library (Required for GPS). THE VIDEO'S FILE NAME MUST BE THE **PERMIT NUMBER**. DO NOT USE YOUR CLIENT'S LAST NAME AS THE FILE NAME.
- **MULTIPLE VIDEOS FOR ONE INSPECTION WILL NOT BE ACCEPTED**

### Video Inspection Requirements:

All video inspections **must** begin with the following:

- State your name, company, date and time you begin the video inspection.
- Start video at street showing front of house with address numbers.
- State the item that you are looking at.
- Permit information (Permit Card must be displayed on jobsite)
- Show close-up of permit card with Permit Number, address and description of work
- Notice of Commencement must be on-site or uploaded at time of video submission if required.

### DISCLAIMER:

***The Town of Longboat Key is not responsible for any costs associated with data usage when uploading the videos to the Town's portal.***

### VIDEO REQUIREMENTS FOR EQUIPMENT:

CONDENSER REQUIREMENTS: (Multiple Units — must be labeled individually — ex: Unit 1, Unit 2)

Video of the condenser must include:

1. Pad elevation
2. Attachment of unit to pad or concrete (show all attachments)
3. label information (Provide Close-up of label information, allow device to focus)
4. Model number and serial number with breaker size (package unit must include KW)
5. Tamper proof caps (show cap for Heat Pump)
6. Insulation on suction line is UV protected, labeling must be visible or UV protection must be present
7. Power supply back to disconnect
8. If breaker is present, clear view of breaker
9. Circuit panel with breakers clearly marked (Provide Close-up of label information, allow device to focus)
10. Show line sets are sealed at penetration or shroud.

### AIR-HANDLER REQUIREMENTS:

Video of air-handler must include:

1. Hanger support
2. Pan if required
3. Condensate line with insulation where required
4. Float switch required
5. Label information including breaker size (Provide Close-up of label information, allow device to focus)
6. Model number and serial number
7. KW of Heat Strip (Provide Close-up of label information, allow device to focus)
8. Ceiling penetrations
9. Power supply back to disconnect
10. If breaker is present, need a clear view of breaker (Provide Close-up of label information, allow device to focus)
11. Circuit panel with breakers clearly marked (Provide Close-up of label information, allow device to focus).

### PACKAGE UNIT REQUIREMENTS:

Video of the package unit must include:

1. Pad elevation
2. Attachment of unit to pad or concrete
3. Label information (Provide Close-up of label information, allow device to focus)
4. Model and serial number with breaker size (Provide Close-up of label information, allow device to focus)
5. KW of Heat Strip (Provide Close-up of label information, allow device to focus)
6. Duct shroud and rodent proofing verified
7. Power supply back to disconnect
8. Circuit panel with breakers clearly marked. (Provide Close-up of label information, allow device to focus)

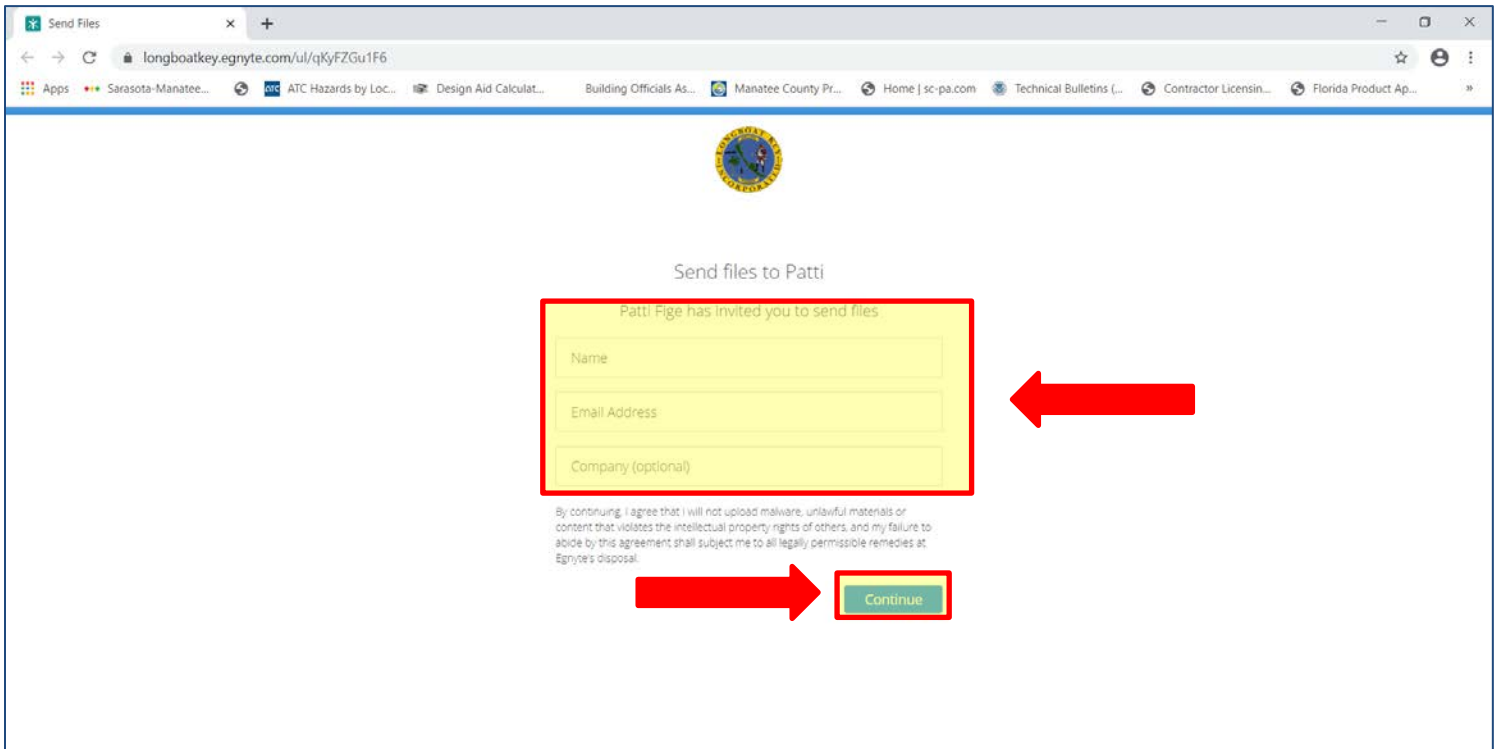
# **VIDEO INSPECTION UPLOAD INSTRUCTIONS**

## STEP 1: SUBMIT VIDEO

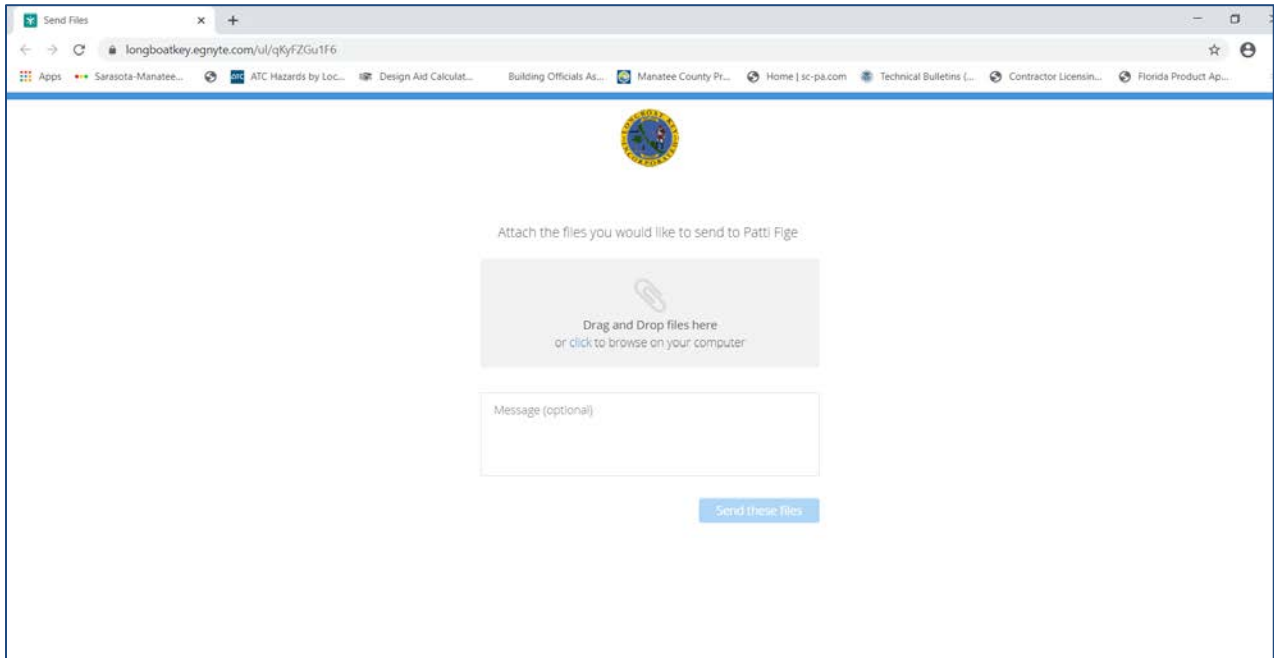
1. You will receive an e-mail from the Town containing a link to upload your video (If you do not have a link, please call 941-316-1966 to inquire about obtaining a link). This link is good for one year.



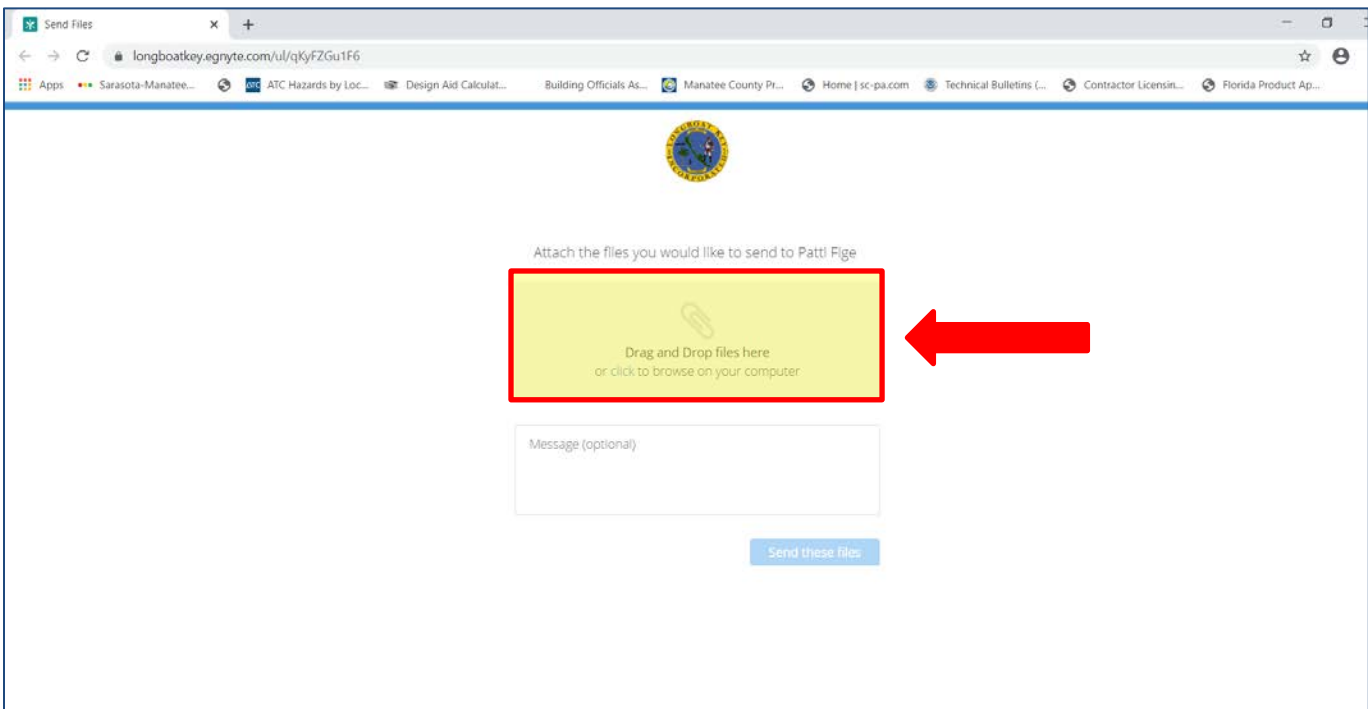
2. Click the link and the following screen will appear. Enter the Contractor Name and Company then select Continue.



3. The following screen will generate. **Save this link to your “Favorites” list in your browser to access it for future inspections.**



4. Select the “Drag and Drop files here” link. THE VIDEO’S FILE NAME MUST BE THE **PERMIT NUMBER**. DO NOT USE YOUR CLIENT’S LAST NAME AS THE FILE NAME.

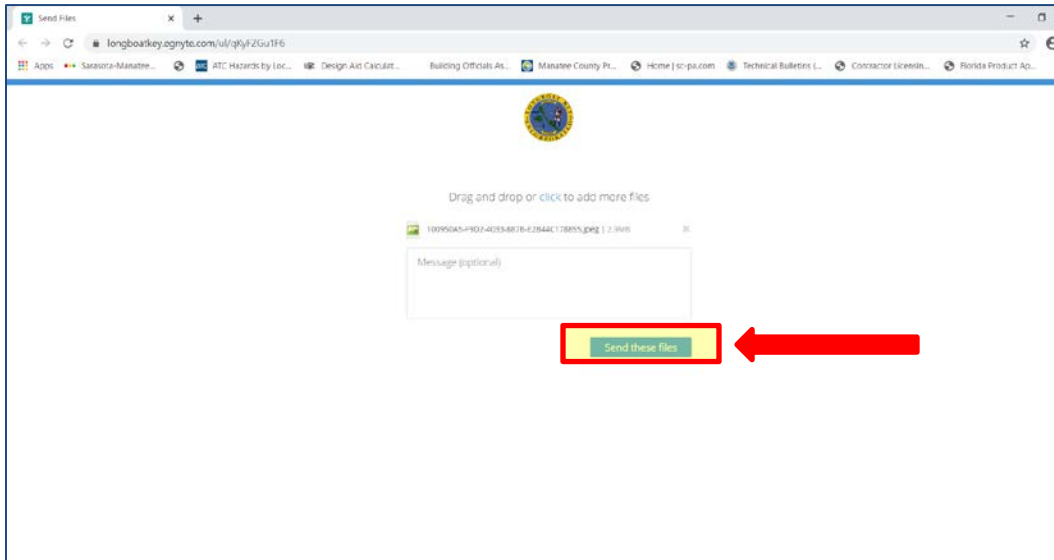




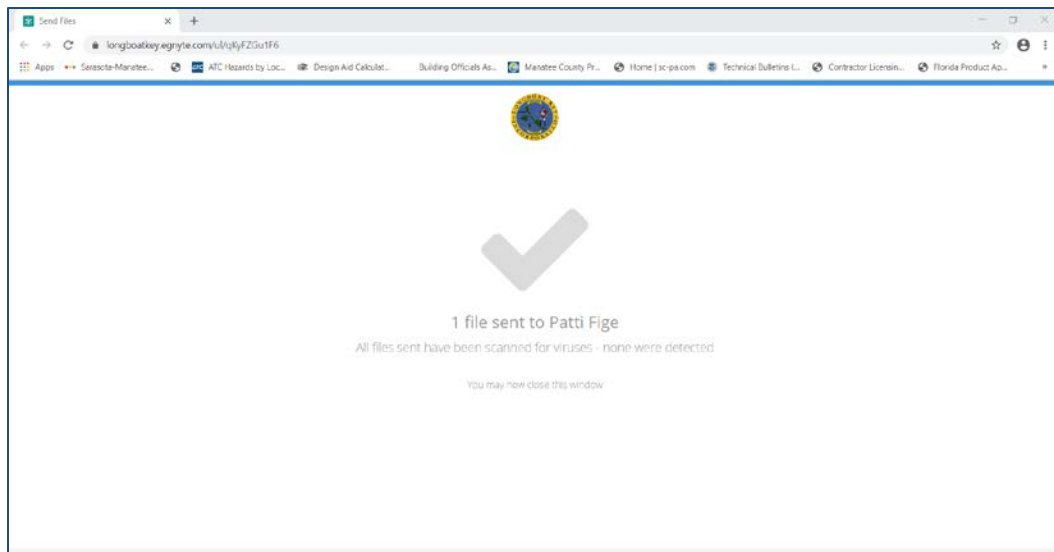
5. Select the video from your **PHOTO LIBRARY** (This is required due to GPS coordinates). This process may take additional time for uploading due to connectivity.

Once file is uploaded, select “Send these files”.

**NOTE: *The Town of Longboat Key is not responsible for any costs associated with data usage when uploading the videos to the Town’s portal.***



6. When the file has successfully sent, you will receive the following message:  
NOTE: The name may be different, depending on which staff person sends the link to you.



7. You will receive an e-mail with the results for the Video Inspections. It will also be available under “View my Activity” section of the [Town’s permitting website](#).