Planning & Development Services | Building Safety Division
6 E. 6th St | Ground Floor | Lawrence, KS 66044
Office (785) 832-7700 | Fax (785) 832-3110

APPLICANT GUIDE TO RECORDED VIDEO INSPECTIONS

What is a Recorded Video Inspection (RVI)?

A Recorded Video Inspection (RVI) is an alternative to in-person or live remote inspections for limited types of **residential** work. Instead of scheduling a site visit or live video call, contractors record a continuous walkthrough of the completed work and submit it to the city for review. This option provides increased flexibility and faster processing for qualifying inspection types.

Eligible Projects for RVI

RVI is currently available for **work on existing residential homes or dwelling units only**. Eligible project types include:

- Installation or replacement of **water heaters** (gas or electric)
- Installation or replacement of **furnaces**
- Installation or replacement of **air conditioning units**
- Other plumbing or HVAC equipment *(evaluated on a case-by-case basis)*

Note: RVI is not available for new construction or additions at this time. Only individuals **18 years or older** may record and submit inspection videos.

The RVI Inspection

You **must have a City Inspector review the video and pass the inspection to close the permit.**
When the permit is paid and issued, staff will send a link to the email address on the permit file. This link will direct you to the City's file upload system. Once the video file is receive, staff will schedule the applicable inspection and a City Inspector will review it and result the inspection. No notification is made once this happens, it is the responsibility of the contractor to review the inspection status via their portal account.

The RVI Inspection

Use a modern smartphone or tablet with clear video and audio capabilities. Videos must be continuous (no cuts or edits)and must include the following:

1. A close-up of the **address numbers** on the building
2. A clear verbal introduction with your **name, company, date, and time**
3. Identification of the **location** of the work (e.g., basement utility room)
4. A **step-by-step walkthrough** showing all required inspection elements
5. **Narration and smooth camera movement** to explain what is being shown

Before submitting, **review your video** to ensure all required components are present and both video and audio are clear. To simplify the upload process, please limit the videos to 90-120 seconds if possible, and adjust the quality to 720p.

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RVI Inspection Checklists

General Inspection Requirements (All Equipment Types)

- Clear view of equipment and surrounding work area
- No visible leaks (water or refrigerant)
- Proper electrical disconnect or shutoff nearby
- Code-compliant clearances and service access (typically 30" x 30")
- Drip pan and drain (where required)
- Equipment labeling and manufacturer data plates

Gas Water Heaters

- Gas line connection with sediment trap and union
- Manual gas shut off valve
- Flue pipe/B-vent (full run if replaced)
- T&P valve within 6" of floor (or approved discharge)
- Dielectric unions (if required)
- Vent connector clearances to combustibles
- Adequate combustion air

Electric Water Heaters

- Hardwired electrical connection
- Electrical disconnect within 50 feet

Furnaces

- Gas line and shutoff valve (if gas-fired)
- Flue venting and clearances (for combustion appliances)
- Combustion air supply (if applicable)
- Proper support and level installation

Air Conditioning Units (incl. Split Systems)

- Exterior and interior unit placement
- Condensate drain routing
- Electrical disconnect near condenser
- Refrigerant line set connections (insulated where required)
- Proper clearance from obstructions
- Verify matching overcurrent device with A/C data label
- Verify the electrical Max Breaker size on the nameplate and at the electrical panel

***Note:** This checklist may be updated periodically as the program expands. For project-specific questions, contact Building Safety staff before recording.

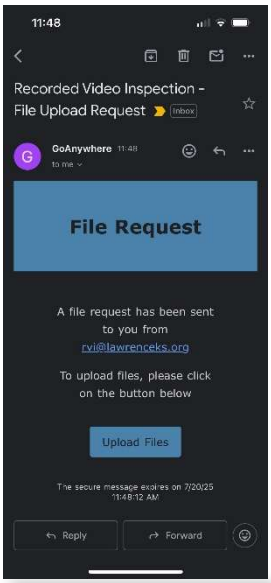
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How to Submit Your Video

1. Click **the link provided in the email you received after the permit was issued** and follow the on-screen instructions to upload your video.
    - Please list your permit # and address in the subject line of the email on the screen.
    - Describe in the body of the email anything related to the scope of work or video that is uniquely relevant to the Building Inspection Staff.

2. Please be mindful of the file upload progress bar in your screen, and do not allow your phone to go into 'sleep mode' during upload, to avoid interruptions.

3. Once the file upload has been complete, you can select the 'Send' button near the top of the screen, and it will forward your video to our Inspection Staff.







After Submission

- If submitted before 2pm, our goal is to review RVI submissions by the **end of the business day**.
- Review time may vary based on **submission time**, **staff availability**, and **daily inspection volume**.

Failed Inspections

- If your inspection **fails**, you must **contact PDS staff to receive a new video upload link**.
- After a **second failed RVI**, a **Live In-Person or Live Remote Video Inspection** will be required to close out the permit.