



**Effective March 26, 2020:** Due to the COVID-19 outbreak, virtual inspections will be the only building-related inspections available in the City of Manassas until further notice.

- All building-related inspections (building, electrical, mechanical, plumbing, energy, and Certificate of Occupancy), will be considered for virtual inspections on a case-by-case basis. However, the project may not qualify for a virtual inspection based on the size and/or complexity of the project.
- For inspections deemed too complex for virtual completion, the City will continue to accept [third-party inspections](#).
- Customers must have a smartphone or tablet connected to WiFi or 4G wireless service. Either Zoom (all devices) or FaceTime (Apple OS devices) are required to host the video call. Check your mobile device's app store to download.
- Third party engineers or third-party agencies must obtain approval prior to conducting a virtual inspection. For approval, submit resumes and proof of certification to [permitstatus@manassasva.gov](mailto:permitstatus@manassasva.gov)

### Process

- 1. Schedule** your inspection. All virtual inspections must be scheduled in advance:
  - By Phone at 703-257-8278
  - By [email](#)
  - If you need Fire Safety Inspections, please contact the Fire Marshal's Office at 703-257-8233 or email [mjoyner@manassasva.gov](mailto:mjoyner@manassasva.gov)
- 2. Prepare** for your virtual inspection:
  - Ensure you have the necessary tools (based on the inspection type) readily available. For example, a tape measure, level, GFCI tester, step ladder, and/or flashlight.
  - Make sure your mobile device is fully charged.
  - Turn off phone or tablet notifications. Notifications can freeze the video feed during the call and could cause delays or require the inspection to be rescheduled.

3. On the day of your scheduled inspection, you will be contacted between 7:30 a.m. and 9 a.m. to confirm your information, set a specific time for the inspection, and confirm phone numbers and type of video connection.
4. **Accept** the incoming video call initiated by your inspector at the scheduled time.
5. **Walk through** your inspection with your inspector, noting the following (if applicable):
  - Follow directions from your inspector.
  - Begin at street view looking at structure with the address showing.
  - Walk the inspection in a clockwise direction.
  - Walk the inspection from bottom to top, if multiple floors. If residential, top to bottom to follow load path.
  - Make note of any items that require correction.

### Inspection Results

- Your inspector will tell you in the video call if the inspection has passed or failed.
- Results will be processed in the permitting system by the end of the day on which the inspection occurred.

#### *If the inspection failed:*

- Comments will be available in the permitting system the following day.
- The inspector will determine if an additional fee(s) for re-inspection is required.

We're here to help. Please give us a call