



TOWN OF LONGBOAT KEY
PLANNING, ZONING AND BUILDING DEPARTMENT
VIDEO INSPECTIONS MANUAL – WATER HEATERS

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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:

STANDARD WATER HEATER (ELECTRIC)

Video of the electric water heater must include:

1. Label Information
2. Pressure relief
3. Electric panel breaker
4. Electric connection on water heater
5. Water heater pan
6. Float switch, overflow, or secondary drain
7. Ground wire
8. Water shut-off

TANKLESS WATER HEATER (ELECTRIC):

Video of tankless water heater must include:

1. Label Information
2. Pressure relief
3. Electric panel breaker
4. Electric connection on water heater
5. Water heater pan
6. Float switch or overflow
7. Ground wire
8. Water shut-off

STANDARD WATER HEATER (GAS – LP OR NATURAL)*

Video of the water heater must include:

9. Label Information
10. Gas Line, Shut off valve and Drip Leg
11. Chimney, Flue and transition through ceiling
12. Show Thermal expansion WHEREVER located
13. Pressure relief
14. If Flexible Flue is used, show U.L. Label.
15. Ground wire
16. Water shut-off

TANKLESS WATER HEATER (GAS – LP OR NATURAL)*:

Video of tankless water heater must include:

1. Label Information
2. Gas Line, Shut off valve and Drip Leg
3. Vent connection and transition to outdoor.
4. Ground wire

***Units must be connected to existing gas lines. If there is no existing gas connection, then a separate “Plumbing – LP” or “Plumbing – Natural Gas” permit is required.**

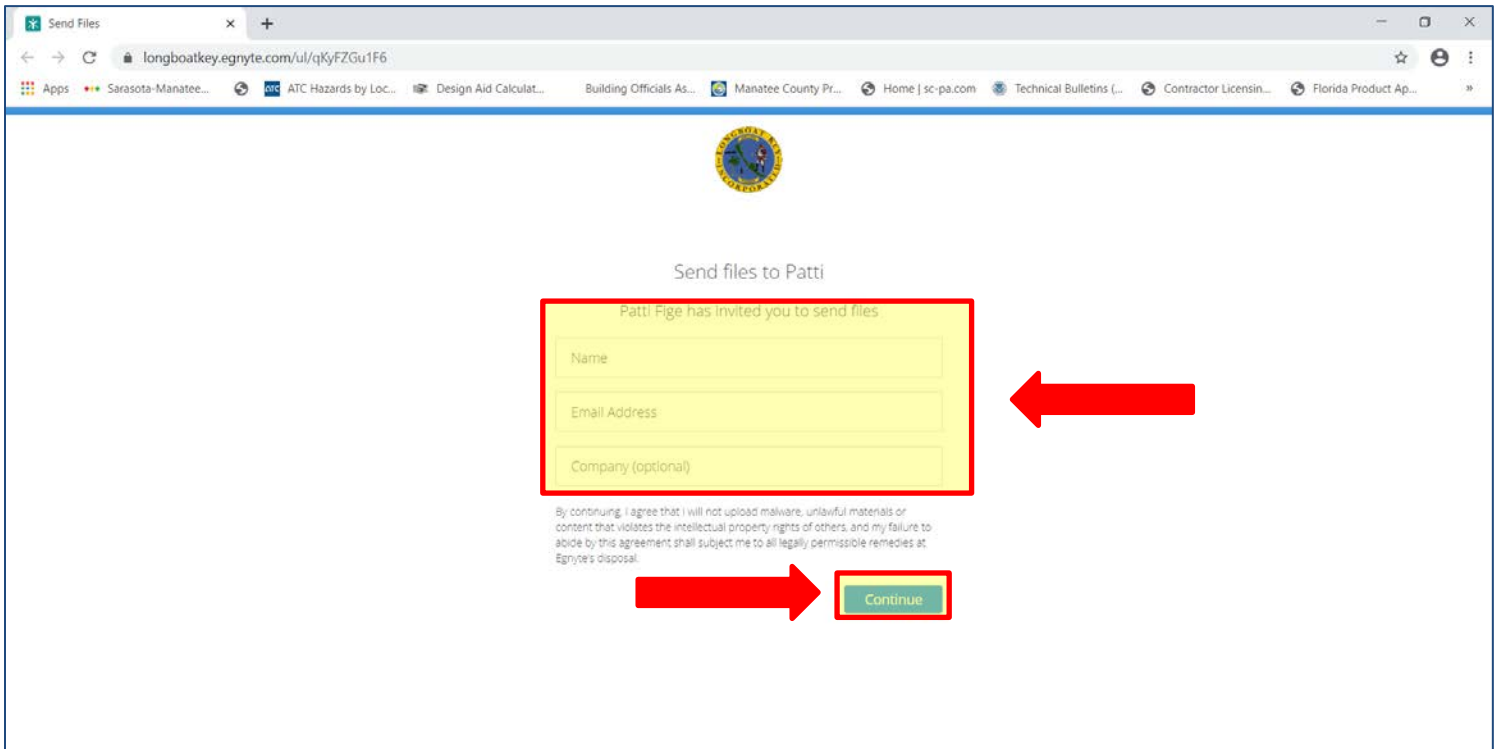
VIDEO INSPECTION UPLOAD INSTRUCTIONS

STEP 1: SUBMIT VIDEO

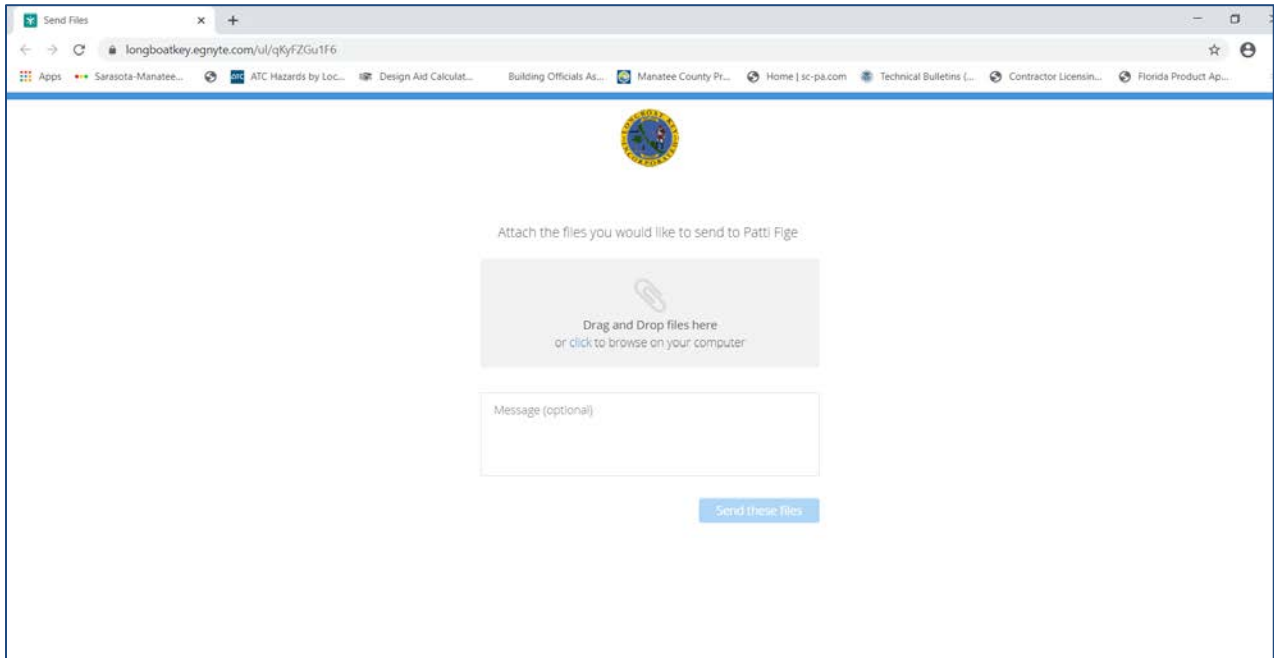
1. You will receive an e-mail from the Town containing a link to upload your video (If you do not have a link, please call 941-316-1966 to inquire about obtaining a link). This link is good for one year.



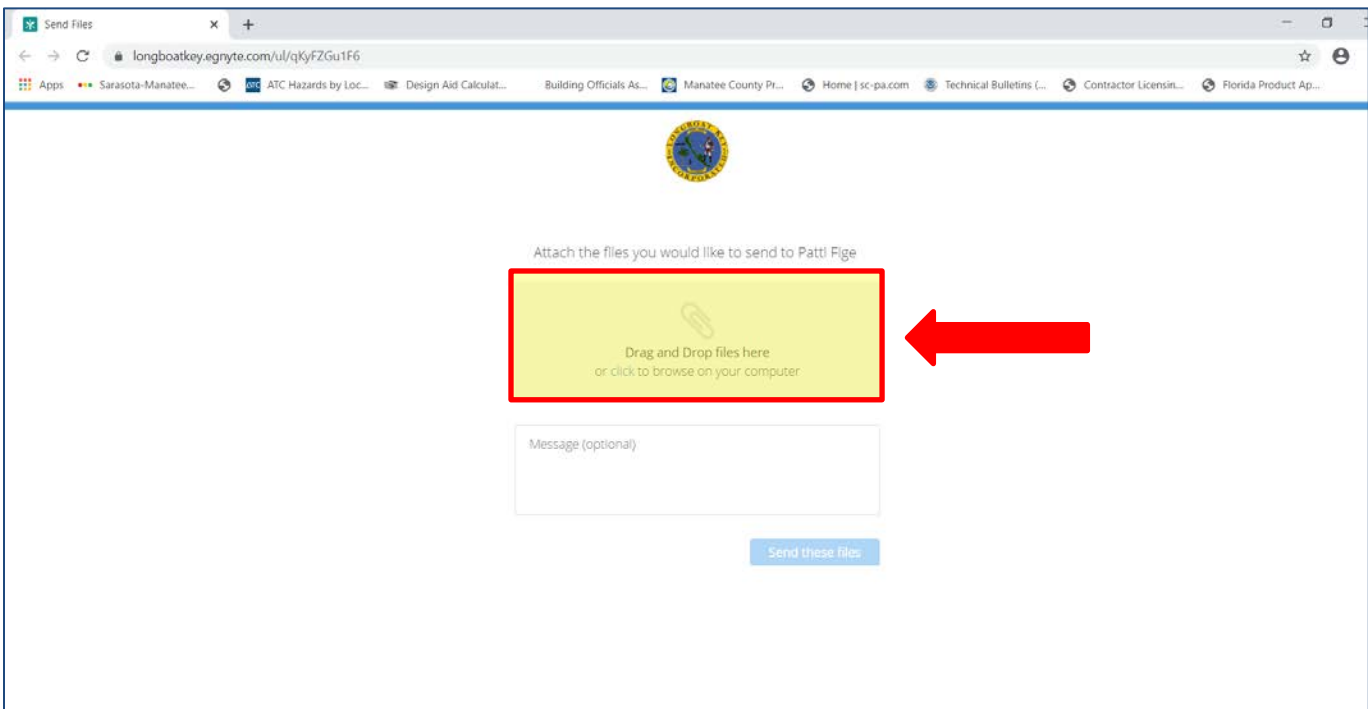
2. Click the link and the following screen will appear. Enter the Contractor Name and Company then select Continue.



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



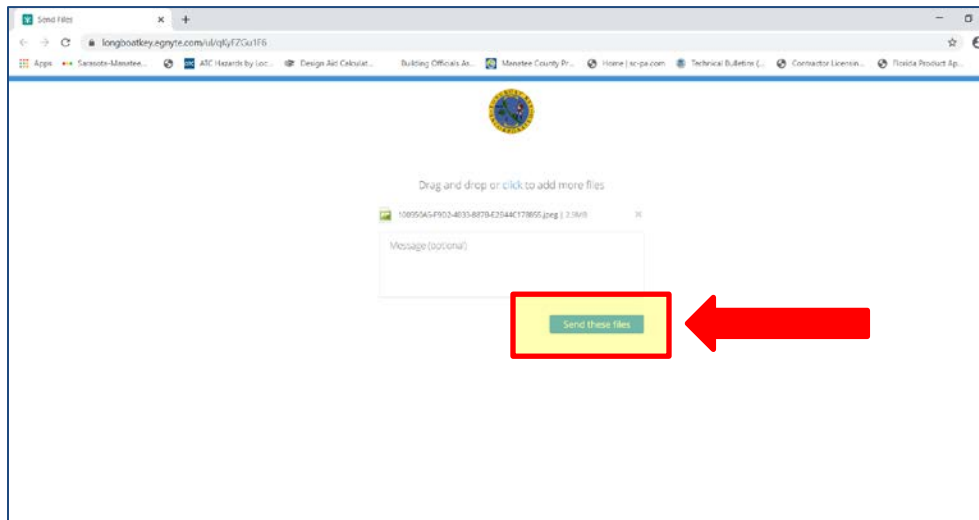
4. Select the “Drag and Drop files here” link. THE VIDEO’S FILE NAME MUST BE THE **PERMIT NUMBER**. DO NOT USE YOUR CLIENT’S LAST NAME AS THE FILE NAME.



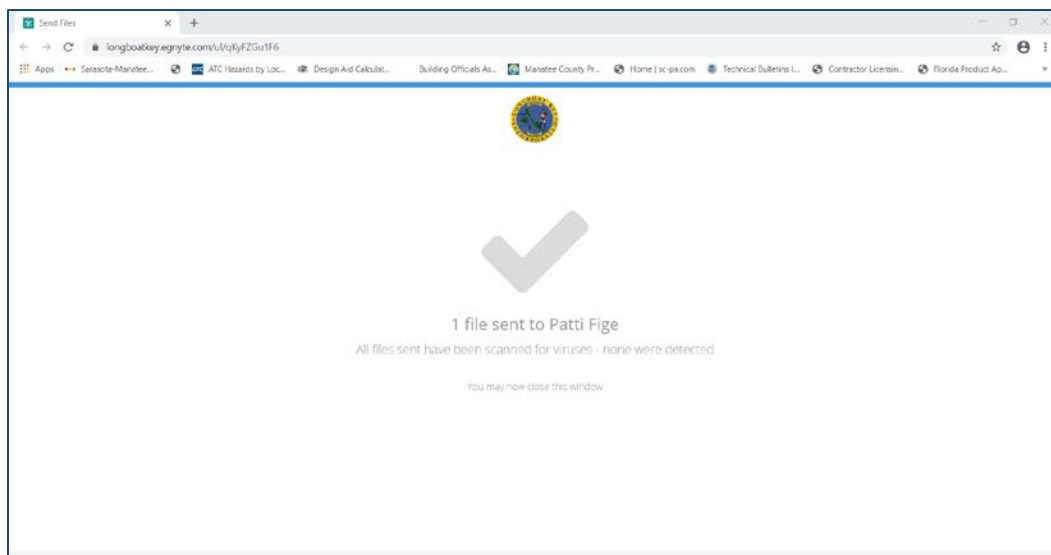
5. Select the video from your **PHOTO LIBRARY** (This is required due to GPS coordinates). This process may take additional time for uploading due to connectivity.

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](#).