

Town of Wellesley Building Department

Inspection Protocol

Due to the lifting of the Emergency Orders and the anticipated lifting of the State of Emergency declared and issued by Governor Baker, the following protocol has been revised and put in place by the Town of Wellesley Building Department.

Inspections by the Town of Wellesley Building Department will be returning to in person inspections starting June 1, 2021. The use of virtual inspections via FaceTime or Skype, or through submission and review of photographs as described below under each type of inspection will be used at the discretion of the respective inspector. (FYI - See YouTube for instruction on how to use FaceTime or Skype if unfamiliar.) These protocols may be modified over time. It is the responsibility of the licensed individual to check back periodically for any changes that may occur.

For Building or Sheet Metal Inspections

- For sheet metal or building inspections email: bldinspections@wellesleyma.gov

Include the following in the body of the email:

- Property/Jobsite Address
- Permit number
- Type of inspection requested (Excavation, Rough, Insulation, etc.)
- Morning or Afternoon inspection (see below)
- Contact Phone #

- **All inspection requests shall be scheduled via Email only. Phone requests or requests sent through viewpoint will not be honored.**
- Inspections will be scheduled for a time window of 10 to 12pm or 2 to 3:30pm.
- The inspector will respond to the request with the date and the time window the inspection will take place and instructions regarding any other information that the inspector deems necessary to conduct the inspection.
- Nothing contained herein modifies the proper sequencing of inspections. (For example: Electrical, plumbing/gas and sheet metal rough inspections must be performed prior to the building rough inspection.)
- The licensed construction supervisor, homeowner or sheet metal worker identified on the permit shall participate in the in-person or virtual inspection with the inspector.
- If another Town department approval is required prior to your inspection no building inspection will be conducted until the Town department completes its inspection.

Town of Wellesley Building Department

Inspection Protocol

- If a Fire Department inspection is required for your project, the approval of the Wellesley Fire Department will be required. Contact Wellesley FD to schedule.
- Any paperwork required by the inspector shall be uploaded to the permit in viewpoint prior to an inspection being scheduled. (For example: Planning Department approvals for a final inspection for any project subject to Large House Review, Historic District, Demolition Preservation, height certificates, HERs ratings, arborist letter for Tree Preservation Bylaw, etc.) This is not a complete list of paperwork that may be required by an inspector.
- At the discretion of the inspector, some minor inspections may be conducted virtually or by pictures., accompanied by such written explanation and/or description as the inspector may require, uploaded to the permit. **No Recorded Video will be accepted.**
- Photographs uploaded to the permit in viewpoint will be accepted in lieu of in person inspection for:
 - Roofing Only permits
 - Window Only Permits
 - Any other minor project the inspector deems appropriate.
- For all photographs uploaded to the permit, the licensed individual shall certify in writing the date and time each photograph was taken and provide a narrative description of the photographs sufficient to allow the inspector to understand what is depicted.

For Electrical Inspections

- **Call the Electrical Inspector at 781-431-1019 ext. 2222.**
- **All inspection requests shall be scheduled via phone call only. Email requests or requests sent through viewpoint will not be honored.**
- The licensed electrician identified on the permit shall participate in the inspection with the inspector.
- All inspection will be in-person unless directed differently by the Electrical Inspector.
- If pictures are authorized by the electrical inspector: For all pictures uploaded to the permit in viewpoint, the licensed individual shall certify in writing the date and time each photograph was taken and provide a narrative description of the photographs
- Sufficient to allow the inspector to understand what is depicted.

Town of Wellesley Building Department

Inspection Protocol

For Plumbing/Gas Inspections

- Email the Plumbing/Gas Inspector at wpansire@wellesleyma.gov.
- Inspection requests shall include the address, permit number, type of inspection requested (Underground, Rough, Final, etc.) and contact phone number.
- **All inspection requests shall be scheduled via Email only. Phone requests or requests sent through viewpoint will not be honored.**
- The inspector will respond to the request with the date and time the inspection will take place and instructions regarding any other information that the inspector deems necessary to conduct the inspection.
- The licensed plumber or gas installer identified on the permit shall participate in the in-person, virtual inspection with the inspector.
- The Plumbing Inspector in consultation with the licensed plumber/gas fitter will decide what form the inspection will take place (i.e. in-person, virtual or pictures) on a case by case basis.
- If pictures are authorized by the Plumbing Inspector the pictures will be emailed to the Plumbing Inspector to the email above.
- For all photographs submitted for inspection, the licensed individual shall certify in writing the date and time each photograph was taken and provide a narrative description of the photographs sufficient to allow the inspector to understand what is depicted.

Requirements for virtual inspections

- The inspector may suspend an inspection due to poor video connection or sound quality or for any other reason that the inspector believes has a negative impact on his ability to adequately inspect the relevant work.
- Any requested inspection that cannot be conducted through FaceTime or Skype or with photographs shall be rescheduled as in-person inspection.
- If the inspector determines after an inspection conducted through FaceTime or Skype or photographs that the licensed individual has not presented sufficient detail and information to merit approval, the result of the inspection shall be a fail and rescheduled as an in-person inspection.
- Any failure of an inspection under the preceding two paragraphs shall be without prejudice to the licensed individual's ability to arrange for an inspection through FaceTime or Skype or with photographs, to schedule another inspection for purposes of

Town of Wellesley Building Department

Inspection Protocol

providing additional detail and information, to schedule an in-person inspection or to appeal to the appropriate State Code Appeals Board where applicable.

- At the discretion of the inspector, some minor inspections may be conducted with photographs, accompanied by such written explanation and/or description as the inspector may require, uploaded to the permit. **No Recorded Video** will be accepted.
- The inspector will respond to the request with the date and time the inspection will take place and instructions regarding any other information that the inspector deems necessary to conduct the inspection.
- The inspector will contact the licensed individual thru the agreed upon platform (FaceTime or Skype) for the inspection. Remember that the inspector may be delayed in beginning the inspection, please be patient.
- It shall be the responsibility of the licensed individual to provide any testing equipment that may be required for the inspection. (For example: gas pressure test gauge, electrical ground tester, etc.)
- Any paperwork required by the inspector shall be uploaded to the permit in viewpoint prior to an inspection being scheduled. (For example: Planning Department approvals for a final inspection for any project subject to Large House Review, Historic District, Demolition Preservation, height certificates, HERs ratings, arborist letter for Tree Preservation Bylaw, etc.) This is not a complete list of paperwork that may be required by an inspector.
- Nothing contained herein modifies the proper sequencing of inspections. (For example: electrical, plumbing/gas and sheet metal rough inspections must be performed prior to the building rough inspection.
- The licensed individual identified on the permit must participate in the virtual inspection with the inspector to answer any questions or issues that may arise during the inspection.
- The results of inspections will be posted to the permit on viewpoint. Notification will be sent via email through the viewpoint program.