

# Town of Wellesley Building Department COVID 19

## Inspection Protocol

Due to the declared State of Emergency and the Emergency Orders declared and issued by Governor Baker, the following protocols have been put in place by the Town of Wellesley Building Department to protect the health of the Town's staff, residents, contractors and their families.

**All** inspections by the Town of Wellesley Building Department will be conducted remotely via **FaceTime or Skype**, or through submission and review of photographs as described below, until in-person, on-site inspections can resume in a safe manner. (FYI - See YouTube for instruction on how to use FaceTime or Skype if unfamiliar.) These protocols shall remain in place until the State of Emergency is lifted. 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.

- 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 failed.
- 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.
- 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 providing additional detail and information, to schedule an in-person inspection at such time as it can be conducted in a safe manner, 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.
- All inspection requests shall be scheduled via **Email only** to the applicable inspector. Phone requests or requests sent through viewpoint will not be honored at this time as the inspectors are working remotely.
- **Inspection requests shall include the address, permit number, type of inspection requested, and the platform to be used for the inspection (i.e. FaceTime or Skype), and your FaceTime or Skype contact information.**
- 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 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.

### **For Building or Sheet Metal Inspections**

- Email the Inspector of Buildings at [mgrant@wellesleyma.gov](mailto:mgrant@wellesleyma.gov).
- The licensed construction supervisor, homeowner or sheet metal worker identified on the permit shall participate in the FaceTime or Skype inspection with the inspector.
- If another Town department approval is required prior to your inspection and that department is not conducting inspections due to the COVID 19 pandemic no building inspection will be conducted until the Town department completes its inspection.
- If a Fire Department inspection is required for your project you may wish to contact the Wellesley Fire Department to determine their current inspection protocol.
- Photographs uploaded to the permit in viewpoint will be accepted in lieu of a FaceTime or Skype inspection for:
  - Roofing only permits
  - Window only Permits
  - Tent 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**

- Email the Electrical Inspector at [msweeney@wellesleyma.gov](mailto:msweeney@wellesleyma.gov).
- The licensed electrician identified on the permit shall participate in the FaceTime or Skype inspection with the inspector.
- The Electrical Inspector in consultation with the licensed electrician will decide what form the inspection will take place (i.e. facetime, skype or pictures) on a case by case basis.

For all photographs 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.

### **For Plumbing/Gas Inspections**

- Email the Plumbing/Gas Inspector at [wpansire@wellesleyma.gov](mailto:wpansire@wellesleyma.gov).
- The licensed plumber or gas installer identified on the permit shall participate in the FaceTime or Skype inspection with the inspector.
- Photographs uploaded to the permit in viewpoint will be accepted in lieu of a FaceTime or Skype inspection for:
  - Water heater replacements
  - Furnace replacement
  - Boiler replacement
  - Stove/cooktop replacements
  - Dishwashers
  - Plumbing rough inspections for bathroom remodels having no more than 4 existing fixtures, as long as there are no additional fixtures and any new fixture is installed in the **exact same location** as the existing fixture.
  - Plumbing rough inspections for kitchen remodels having no more than 1 existing kitchen sink and 1 gas stove, as long as there are no additional fixtures and any new fixture is installed in the **exact same location** as the existing fixture.
  - 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.

### **Town of Wellesley – Building Dept**

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