

City Hall may be closed to the public, but that doesn't mean we have stopped working for you. Here are the first steps to take to prepare for a Virtual Inspection. For more info or to schedule your Virtual Inspection please email us at permits@cityofcrestview.org or call (850) 689-1618, ext. 254 or 261 Monday- Friday 8 am to 5 pm.

HOW TO GUIDE:

1. If you have an Android phone go to Play Store. If you have an Apple phone, go to Apple Store and download Skype application.
2. Log in or create an account using phone number or email address.
3. Give Skype permission to use your microphone and camera, if prompted.
4. Click on contacts at the bottom.
5. Click on icon on the bottom right of the screen that looks like a circle with a person inside with a plus sign beside it.
6. Add City of Crestview Building Inspections to your contacts.
7. To call contact after you have added, go to contacts > click on City of Crestview Building Inspections Contact and hit the phone icon in the upper right hand corner.



Perks of Using Virtual Inspection

- ▶ Timed inspections. Usually starting at 8AM.
- ▶ No more waiting for the inspector to arrive or customer having to take a whole day off work.
- ▶ Average time for a virtual inspection is 10 minutes.

Tips on a Successful Inspection

- ▶ Make sure the auto rotate feature on your phone is turned on;
- ▶ Move the camera slowly so the inspector can see the image clearly;
- ▶ Allow camera a moment to focus for breakers or rating plates;
- ▶ Skype will not work if you do not have a good connection;
- ▶ Make sure there is proper lighting. If not a flash light comes in handy!