



## **INSPECTION PROTOCOLS**

*Effective August 2020, the following inspection procedures shall apply:*

- Plumbing Repair/Replacements - inspected electronically via photos or videos that are uploaded to ETRAKIT (see water heater guidelines)
- HVAC Repair/Replacements - inspected electronically via photos or videos that are uploaded to ETRAKIT (see HVAC guidelines)
- Electrical Repair/Replacements - inspected electronically via photos or videos that are uploaded to ETRAKIT (see electrical guidelines)
- Roofing Permits – inspected electronically via photos or videos that are uploaded to ETRAKIT (see roofing guidelines)
- Combination inspections (foundation, framing, electric, plumbing, HVAC) for new homes, remodels, additions, accessory buildings, commercial, etc. shall continue per regular procedures with social distancing and masks or face coverings mandatory
- All inspection requests shall be online via ETRAKIT (<https://crw.colleyville.com/ETRAKIT3/>)
- Electronic inspections shall **NOT** be scheduled until all photos or video is uploaded in ETRAKIT
- Certificate of Occupancy applications can be emailed to [buildinginspections@colleyville.com](mailto:buildinginspections@colleyville.com) or delivered to City Hall
- Contractor Registration is NOT available online and the guidelines can be found on the website ([www.colleyville.com](http://www.colleyville.com)) under Inside Government/Building Inspections
- Any contractor, owner, customer, or other person who comes into contact with a City of Colleyville inspector must wear a mask or face covering and observe social distancing requirements. Inspections may be cancelled at the discretion of the inspector if he/she does not feel safe in their current environment