

## INSTRUCTIONS FOR RECORDED VIDEO INSPECTIONS REQUEST

*Requests may be made at any time of day. Once both the video upload and the email request have been verified, Inspectors will review video on a first received basis.*

### Before submitting recorded video requests:

1. Check the inspection code is eligible:

Trade	Inspection and Code
Plumbing	209 - Water Heater Replacement
Mechanical	303 - A/C Change Out

2. **DO NOT** schedule the inspection via the Portal or our Voice Permit System.
3. **DO** log onto the [Portal](#), and confirm that your permit is ready for inspection. (No permit holds for open conditions or expired licenses)

### Request a Recorded Video Inspection:

1. Email your request to [RecordedVideo@CollierCountyFL.gov](mailto:RecordedVideo@CollierCountyFL.gov)
2. Provided the following when submitting your request:
  - a. Company Name, Contact Name & Phone number
  - b. Permit number and Job-site Address
  - c. Inspection code(s)
3. Videos may be recorded at your convenience, which may occur before the email request for the inspection. Please note, no videos uploaded the BOX account will be reviewed until the email request has been received.
4. You may request multiple inspections in a single email.