

## INSTRUCTIONS FOR LIVE VIDEO INSPECTIONS REQUEST

*Requests must be made by 1:00 PM for next day inspections*

### Before submitting Live Video requests:

- **Plumbing**  
**410** - Propane Tank Tie-Down  
**403** - Gas Underground
- **DO NOT** schedule the inspection via the Portal or our Voice Permit System.
- DO log onto the **Portal**, and confirm that your per permit is ready for inspection. (No permit holds for open conditions or expired licenses.)
- Live Video inspections will only be performed between 8:30 am and 2:30 pm.

### Request a Live Video Inspection:

1. Email your request to [LiveVideo@CollierCountyFL.gov](mailto:LiveVideo@CollierCountyFL.gov)
2. Provided the following when submitting your request:
  - a. Company Name & Phone Number
  - b. Job-site Contact Name, email address & Phone Number
  - c. Permit Number and Job-site Address
  - d. Inspection Code
  - e. Requested date and time
  - f. Optional: Notes for the Scheduler
3. You may request multiple inspections for a single trade on one permit in the email, but only one permit per email will be accepted.
4. The job-site contact will receive an email with the link to the *Skype for Business* meeting.