

# VIRTUAL RE-INSPECTION STEP-BY-STEP

## 1. DETERMINE ELIGIBILITY

- The inspector on-site will determine if your project is eligible for virtual re-inspection.
- If eligible, the inspector will put an eligibility note in the inspection results.

## 2. REQUEST INSPECTION

- To request your virtual re-inspection, call 360.337.5777 or email [kitsap1@co.kitsap.wa.us](mailto:kitsap1@co.kitsap.wa.us) to schedule.
- Virtual re-inspections occur in 30min increments and are scheduled between 9 AM and 11 AM Monday – Friday.

## 3. INSPECTION SET UP PART ONE

- At the time of your scheduled appointment, an invite link from Camino will be sent to your phone via text message to set up the virtual re-inspection.
- Click on the link and then answer the questions given.

## 4. INSPECTION SET UP PART TWO

- After you have completed the questions for the virtual re-inspection set up, your inspector will reach out via phone call with instructions on how to conduct the re-inspection.

## 5. DURING THE INSPECTION

- For the virtual reinspection, all you will need is your phone.
- Be prepared to use your phone as a video camera and the inspector will walk you through the re-inspection.

## 6. AFTER THE INSPECTION

- If there are corrections needed, you will receive an email with comments from your inspector on what needs to be corrected and re-inspected.
- If the inspection is approved, you will receive an automated email from SmartGov.

## QUESTIONS OR CONCERNS?

PLEASE CONTACT US AT 360.337.5777 OR  
EMAIL [KITSAP1@CO.KITSAP.WA.US](mailto:kitsap1@co.kitsap.wa.us) IF YOU  
NEED ASSISTANCE.