

# zoom Inspection Scheduling Procedures

1. Click the appropriate link for your inspection:  
⇒ [calendly.com/residentialinspector/zoom-inspection](https://calendly.com/residentialinspector/zoom-inspection)  
⇒ [calendly.com/commercial-inspector/zoom-inspection](https://calendly.com/commercial-inspector/zoom-inspection)
2. Select inspection date and click **confirm**
3. Complete all fields and click **schedule event**
4. Request your inspection online at:  
⇒ <http://www.stpetebeach.org/city-department/community-development/online-permitting.html>
5. Complete all fields AND...
6. Enter ZOOM inspection time in **comments** and click **submit**
7. Download the ZOOM Cloud Meetings app to your device using your email and password

## Prepare for your zoom inspection:

- ❖ Have all tools ready, ladder set up, flashlight, etc. for your inspection
- ❖ Disable notifications on your device for uninterrupted communication
- ❖ Use email confirmation link from inspector (click **location** link) to join your inspection on time or re-inspection fee could be assessed
- ❖ Make sure audio and video are enabled for two way communication (4G network required)