Contact must be 18 years or older.

Remote inspections are subject to inspector approval. If the inspector determines that a successful inspection cannot be performed remotely, whether prior to confirming or during the remote inspection, an on-site inspection will be scheduled. Inspections requested by 7 a.m. can be completed the same day. If feasible, pictures are acceptable but the inspector may require a virtual or on-site inspection.

**SCHEDULING INSPECTION:**

Inspections can be scheduled by sending an email to Building@cityofmedford.org with pictures if feasible; by calling 541-774-2350 and leaving a voicemail, indicating that it is a remote inspection request or by selecting *, at the main (541-774-2350) menu, to access the Integrated Voice Response (IVR) system and follow the prompts. Also leave a voice message that the preference is for a remote inspection; and by logging onto [https://medegov.aspgov.com/BP/index.html](https://medegov.aspgov.com/BP/index.html) and adding “Virtual Inspection” onto the comments bar.

Information to include:

1. Contact name
2. Phone number
3. Email (optional)
4. Permit number
5. Site address
6. Inspection type
7. Desired date and time
8. Preferred means — Zoom or FaceTime

By scheduling a remote inspection: you consent to the use of videos and photos for the purpose of the inspection, are responsible for your own safety during the remote inspection, and certify that you are making available the site and inspection items truthfully and to the best of your ability; that the remote inspection is voluntary and not mandatory; and that you are responsible for compliance with all codes and standards applicable to the project.