

UCF Building Department

Virtual Inspection Procedure

1. Download the free “**WhatsApp**” on your device. This app is available on mobile and desktop devices.
2. Once download is complete, set up your account and allow access to your contacts and photos as needed prior to the inspection to avoid any delays. In addition, please verify that your device is connected to the internet for the call.
3. Different ways you can communicate with our UCF inspectors:



- a. **Start a chat:** Go to the **Chats** tab, then select the plus icon at the top to search for a contact. Enter a message in the text field. To send photos or videos, tap paperclip or plus icon next to the text field. Choose **Camera** to take a new photo or video or **Gallery** or **Photo and Video Library** to select an existing photo or video from your phone. Then, tap arrow to send.
- b. **Video calls:** Open the **Calls** tab, then tap plus icon at the top. Find the contact you’d like to call. To start a video call, tap the camera icon to video call.
- c. **Voice calls:** Go to the **Calls** tab, then tap the phone icon. Search for the contact you’d like to call. Tap the phone icon to start a voice call.

Building Department Contacts

Alba Valencia Building Plans Examiner/Inspector I Alba.Valencia@ucf.edu 954-552-0969 *Building Inspections*	Patrick McDonough Electrical Plans Examiner/Inspector II Patrick.McDonough@ucf.edu 727-297-1431 *Electrical Inspections*	Kevin Schmalz Mechanical and Plumbing Plans Examiner/Inspector I Kevin.Schmalz@ucf.edu 908-910-7040 *Mechanical & Plumbing Inspections*
--	---	---