



City of Treasure Island, Florida

120 108th Avenue, Treasure Island, FL 33706

Phone (727) 547-4575 Fax (727) 547-4582

www.mytreasureisland.org

MEMORANDUM

To: All Mechanical Contractors

From: Larry Jenkins, building official

Date: January 4, 2023

Re: Virtual final mechanical inspections

If your project is for a mechanical HVAC equal changeout, you now have the option to have your final inspection conducted "virtually".

To request a "virtual" final mechanical inspection, please follow the instructions below:

1. Upload photos of the installation to the permit file in our online permitting system (OPPS-TI.org). Photos must include the following:
 - a. Air handler manufacturer label
 - b. Condenser manufacturer label
 - c. Breaker panel (clearly marked)
 - d. Float switch(es)
 - e. Attachment of air handler to duct system
 - f. Attachment to condenser stand or pad (whichever is applicable)
 - g. U.V. covering of lines
 - h. House or unit number clearly labeled on condenser
2. Schedule the final inspection as usual either through our online permitting system or our inspection hotline (727-547-4575 ext 431). Be sure to notate that you are requesting a "virtual" inspection.

Failure to provide all the required photos will result in your inspection being denied; and may result in a re-inspection fee charged.

If you have any questions, please contact our office at 727-547-4575 ext. 230.

Thank you.

A handwritten signature in black ink, appearing to read "Larry Jenkins", is written over the typed name.

Larry Jenkins
CBO, SI, CRI
Building Official