



Virtual Inspection Instructions and Requirements for Mechanical Express Permits

All inspections for permits will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

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Please follow the instructions in the VuSpex GO Offline Field Report User Guide to download and use the VuSpex GO app.

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You DO NOT need to schedule an inspection prior to submitting an Offline Field Report.

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Current Required Inspection Type:

Mechanical Final – Video Inspection

Checklist of Required Photos

Condenser

- ✓ Pad Elevation
- ✓ Attachment of unit to pad or concrete (Show all Attachments)
- ✓ Label information (Provide Close-up of label information, allow device to focus)
- ✓ Model number and serial number with breaker size (package unit must include KW)
- ✓ Tamper proof caps (show cap for Heat Pump)
- ✓ Insulation on suction line is UV protected, labeling must be visible or UV protection must be present
- ✓ Power supply back to disconnect
- ✓ If breaker is present, clear view of breaker
- ✓ Circuit panel with breakers clearly marked (Provide Close-up of label information, allow device to focus)
- ✓ Show line sets are sealed at penetration or shroud.



Air Handler

- ✓ Hanger Support
- ✓ Pan if required
- ✓ Condensate line with insulation where required
- ✓ Float switch required
- ✓ Label information including breaker size (provide close-up of label information, allow device to focus)
- ✓ Model number and serial number
- ✓ KW of heat strip (provide close-up of label information, allow device to focus)
- ✓ Ceiling penetrations
- ✓ Power supply back to disconnect
- ✓ If breaker is present, clear view of breaker (provide close-up of label information, allow device to focus)
- ✓ Circuit panel with breakers clearly marked (provide close-up of label information, allow device to focus)
- ✓ If air-handler is equipped with gas heat, video supply line and valve, drip leg, gas connection and flue

Package Unit

- ✓ Pad elevation
- ✓ Attachment of unit to pad and concrete
- ✓ Label information (provide close-up of label information, allow device to focus)
- ✓ Model and serial number with breaker size (provide close-up of label information, allow device to focus)
- ✓ KW of heat strip (provide close-up of label information, allow device to focus)
- ✓ Duct ~~shrod~~ and rodent proofing verified
- ✓ Power supply back to disconnect
- ✓ Circuit panel with breakers clearly marked (provide close-up of label information, allow device to focus)
- ✓ Condensate drain trap
- ✓ Tamper proof caps if exposed



Virtual Inspection Instructions and Requirements for Combined Dry-In, Flashing in Progress Inspections

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Current Required Inspection Type:

Combined Dry-In, Flashing in Progress (139/800)

Checklist of Required Photos

- ✓ Peel & Stick only
- ✓ Roofing Affidavit uploaded into Online Services record
- ✓ Dry-In material and photo showing roof surfaces
- ✓ Lap Procedure (If applicable)
- ✓ Entire view of structure showing slope(s)
- ✓ Product Approvals and Installation instructions for all materials used, must be uploaded in record on Online Services account



Virtual Inspection Instructions and Requirements for Building Final Inspections

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Current Required Inspection Type:

Building Final (117)

Only available on Siding and Mobile Home Records

Checklist of Required Photos

Siding Record

- ✓ Must be 100% completed
- ✓ Photos of all sides to show 100%, multiple photos required

Mobile Home Record

- ✓ Main components of tie down such as ground anchors and tension mechanism
- ✓ Skirting on home



Virtual Inspection Instructions and Requirements for Door/Window Bucks Inspections

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Current Required Inspection Type:

Door/Window Bucks (141)

Checklist of Required Photos

- ✓ You must identify each photo by the opening number you listed on your approved floor plan, Submit one or more photos listed in this checklist for each window/door
- ✓ The bucks when ready, but before the window or door is installed
- ✓ The new window or door set in the opening from both inside and out
- ✓ The fasteners showing spacing and size of fastener
- ✓ The label on the windows or door demonstrating it is the product that was permitted
- ✓ The caulking of the windows and doors from inside and out
- ✓ New Constriction – Material 3 1/2 of inch or larger with tapcons. No Door installed



Virtual Inspection Instructions and Requirements for Plumbing Final/ Water Heater

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Current Required Inspection Type:

Plumbing Final – Video Inspection (Plumbing Express record ONLY)

Checklist of Required Photos

Standard Water Heater (Gas)

- ✓ Label Information
- ✓ Gas Line, Shut off valve and drip leg
- ✓ Chimney, Flue and transition through ceiling
- ✓ Show thermal expansion WHEREVER located
- ✓ Pressure relief
- ✓ If flexible Flue is used, show U.L. label

Tankless Water Heater (Gas)

- ✓ Label information
- ✓ Gas Line, shut off valve and drip leg
- ✓ Vent connection and transition to outdoor



Virtual Inspection Instructions and Requirements for Roof Dry-In Inspections

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Current Required Inspection Type:

Roof Dry-In & Flashing (140/801)

Checklist of Required Photos

- ✓ Roofing Affidavit uploaded into Online Services record
- ✓ Dry-In material and photo showing roof surfaces
- ✓ Flashing Drip edge, vents and valleys prior to roof covering installation
- ✓ Entire view of structure showing slope(s)
- ✓ Completed job showing all surfaces



Virtual Inspection Instructions and Requirements for Roof/Wall Sheathing Inspections

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Current Required Inspection Type:

Roof Sheathing (106)

Wall Sheathing (107)

Checklist of Required Photos

- ✓ Nailing Detail
- ✓ All Sheathing must be completed



Virtual Inspection Instructions and Requirements for Service Change Inspections

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Current Required Inspection Type:

Service Change (208)

Checklist of Required Photos

- ✓ Panel with cover removed showing electrical components
- ✓ Panel with cover installed showing scheduled breakers and no open spaces
- ✓ Meter socket/base with cover removed showing electrical connections (if applicable)
- ✓ Ground rods and conductor
- ✓ Photographs showing all work in compliance with the requirements of the 2017 NEC (National Electric Code)



Virtual Inspection Instructions and Requirements for Siding Nailing Inspections

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Current Required Inspection Type:

Siding Nailing (134)

Checklist of Required Photos

- ✓ 10% completed
- ✓ Nailing pattern/ spacing
- ✓ Product Approvals and Installation instructions for all materials used, must be uploaded in the record on Online Services



Virtual Inspection Instructions and Requirements for Water Service/ Sewer Inspections

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Current Required Inspection Type:

Water Service (404)

Sewer (403)

Checklist of Required Photos

Water Service

- ✓ Main Water Supply piping, depth of pipe
- ✓ Main Water shut off valve
- ✓ Test Pressure

Sewer

- ✓ Sewer Piping/Fittings of approved material
- ✓ Level on to show pitch of pipe
- ✓ Piping support/depth of pipe, sleeving through foundation
- ✓ Clean out
- ✓ All pipe openings are tied in
- ✓ 5' head test