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Public Service with integrity

VuSpex GO – Offline Field Report Instructions

The Union County Building Department now offers contractors the ability to complete select inspections virtually through an app titled **VuSpex GO Offline Field Reports**. This option allows you to document your installation without scheduling an in-person inspection.

The intent of utilizing VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the product installed before the installing contractor exits the jobsite, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

Please follow the instructions in the [VuSpex Go Guide Informational Packet](#) to download and use the VuSpex GO app (offline field report information starts on page 15).

VuSpex GO Offline Field Report Information – Basement Foundation Repair
You do not need to schedule an inspection prior to submitting an Offline Field Report

Once you have downloaded VuSpex Go, refer to the "Checklist of Required Photos" below to upload necessary photos for review. **You must take the photos at the installation on site for location verification.** Failure to do so will result in a failed inspection. Once the photos are uploaded into VuSpex Go while at the work site, you may submit the Offline Field Report at any location with a good cell signal.

Required inspection type: Building Final

Checklist of Required Photos – (Required as applicable per approved plans) :
- Pictures before **burying** any work
- Weather proofing on exterior of the house
- Photos of interior drain prior to concrete work
- Photos of depth of pier pads
- Any and all photos of framing work (conducted per approved plans)
- Photo showing quantity of carbon fiber strips throughout installation
- Electrical outlet, panel, GFCI outlet
- Photos of helical piers throughout installation
- Any/ all engineering reports

Inspection Results:

The Building Department will review your submission and inspection results will be documented in OpenGov shortly following your submittal.

Important Notes:
- Submissions must meet all code requirements.
- Incomplete or unclear reports will delay approval.
- The Building Department reserves the right to require an in-person or live virtual inspection if needed.

Jeff Stauch, PE/PS
County Engineer | Environmental Engineer

Sam Cronk, CBO
Chief Building Official