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*Public Service with integrity*

## VuSpex GO – Offline Field Report Instructions

### Re-inspections

The Union County Building Department now offers contractors the ability to complete select inspections virtually through **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 Offline Field Report User Guide](#) to download and use the VuSpex GO app.

### VuSpex GO Offline Field Report Information

*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: Re-inspections

### Checklist of Allowable Corrections:

#### Mechanical:

- Minor sealant corrections
- Incomplete duct, etc.

#### Frame:

- Minor structural items
- Truss repair/straps/penetrations/etc.

#### Slab:

- All

#### Insulation:

- Depth markers
- Minor areas missing

*See Mechanical/Building Final on page 2*

Building Final:

- Radon items
- Handrail/guardrail
- Attic insulation/gasket
- Detector locations
- Gutter downspouts
- Grade

Mechanical Final:

- Tamper proof caps
- Gas line painted
- Exterior grade at condenser
- Exterior vent covers

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.