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Public Service with integrity

VuSpex GO – Offline Field Report Instructions

AC & Furnace Installations Residential Express

The Union County Building Department now offers contractors the ability to complete certain 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. **Location services must be turned on for the device used in the inspection. 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: Mechanical Final

Checklist of Required Photos:

Condenser:

- 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)
- 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 and penetration or shroud

Air Handler/ Furnace:

- Hanger support
- Pan if required
- Condensate line with insulation where 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 label information, allow device to focus)
- Ceiling penetrations
- Power supply back to disconnect
- Any manufacturer required intake and venting
- If breaker is present, clear view of breaker (Provide close-up label information, allow device to focus)
- Circuit panel with breakers clearly marked (Provide close-up label information, allow device to focus)
- If equipped with gas heat, video supply line and valve, drip leg, gas connection, and flue.

Minisplit/Heat Pump:

- Pad elevation
- Label information (Provide close-up label information, allow device to focus)
- Model and serial number with breaker size (Provide close-up label information, allow device to focus)
- KW of heat strip (Provide close-up label information, allow device to focus)
- Power supply back to disconnect
- Circuit panel with breakers clearly marked (Provide close-up label information, allow device to focus)
- Condensate drain trap
- Tamper proof caps if exposed

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.