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Public Service with integrity

VuSpex GO – Offline Field Report Instructions

Commercial Roof Permits

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: Building Final

Checklist of Required Photos:

Shingle Roof:

- Fire rating A, B or C of shingle
- # of layers, max of 2
- Drip edge at rakes and eaves
- Flashing/penetrations
- Ice guard/underlayment
- Condition of sheathing
- Warranty report (if applicable)
- Structural items replaced (if applicable)

Built-Up Roof (Membrane):

- Core sample pics
- Penetrations
- New insulation if added or replaced
- Fastening
- Condition of existing insulation/decking
- Warranty report (if applicable)
- Structural items replaced (if applicable)

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.