



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Wall Sign No Electrical

Standard Contractor/Homeowner Requirements – You will need:

- Apple iOS mobile device or Android mobile device. Download from the Apple App Store or Google Play.
- Ensure good connectivity when uploading your inspection report. Ensure proper lighting during your inspection.
- Activate the Mobile Device GPS Location Service in Settings before the inspection begins. You must accept the prompts requesting permission to use the camera and access your location.
- Permit must be posted for all inspections. NOC needs to be posted when applicable (project cost is \$5,000+).
- [Use the VuSpex user guide for instructions on how to submit off-line inspections.](#)
- Schedule and submit your OFFLINE REPORT inspection using the VuSpex GO application **(REQUIRED)**.

Offline Report Inspections - The Inspector will need to view the following pictures:

POSTED PERMIT	ADDRESS: APT, CONDO, or HOME #	NOC (if applicable)
For Building Final:		
If field welding is utilized: Provide Weld Inspection Certificate from CERTIFIED WELD INSPECTOR.	Show all attachments.	Show Fastener sizes (prior to installation).
Show size of installed Sign Face (Width X Height) with tape measure.	Show Installed Sign Location Near & Far.	