

**OFFLINE REPORT INSPECTION INSTRUCTIONS**

A/C Change Out With Electric

FOR:**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.
- [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 documents & pictures:

POSTED PERMIT	Address: APT, CONDO HOME #	WIRE SIZE / HEAT SHIELD AFFADIVIT
NOC (Required if cost is over \$15,000)	AHRI, UNIT MANUALS, T-STAT MANUAL	
For Mechanical:		
Show existing equipment BEFORE Removing.	Air Handler or Package Unit installed location.	Provide Product Approvals for Stands or Platform Brackets.
For AH in Attic: Show required access opening.	For AH in Attic: Show required service space with light.	Show Hanging Kit per truss design.
Show AH to be level and pitched to drain.	Show Plenum Attachment to AH at All Locations.	Show Air Gap on All sides of AH.
Show AH is sealed to stand. Show Vehicle Protection is Installed (when required).	Show Drain Pan is: Centered Under Unit, Secured, Pitched Toward Float, & Extends Beyond All Sides.	Show PVC Drains are: Pitched, Supported, Insulated and Trapped. Show 2 nd drain completed (cannot be left blank).
Show Copper lines are: Insulated, Supported, & UV Protected.	Show condenser unit clearances are to Manufacturer instructions.	Show Line Covers are: Secured and Rodent Proof.
Show Locking Caps & Tie-Downs for condensing units and package units.	Show package units are pitched to drain, rodent proof, and have duct protection.	
For Electric:		
Photo of unit labels showing electrical requirements for overcurrent protection (must be readable and marked for correct amperes).	Show Unit Heater Label, and ALL labels for installed equipment.	Show means of disconnect at equipment.
Panel schedule with breakers clearly identified.	Photo of Raceways or Cables.	Show wire connections at AH, package units, condensers, disconnects, & J-Boxes.