



OFFLINE REPORT INSPECTION INSTRUCTIONS

DUCT REPLACEMENT EXISTING

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 #		NOC (Required if cost is over \$15,000)
	Show Plenum Attachment to AH at All Locations.		Show package units are pitched to drain, rodent proof, and have duct protection.		Provide photos of all flex runs.
	Show branch duct and flex attachments are sealed & supported per SMACNA.		Show plenums and main trunk lines are sealed and supported per SMACNA.		Show hard duct measurements. Shall be sized per ACCA Manual J.