



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Reroof Shingle and / or Flat

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 documents & pictures:

	POSTED PERMIT		ADDRESS: APT, CONDO or HOUSE #		NOC (if applicable)
	INSPECTION AFFIDAVIT (for deck nailing & waterproofing)		PRODUCT APPROVALS		
Reroof in Progress:					
	Show Each Section and Slope Face of roof system.		Show Fastener Spacing of deck re-nailing and replaced sections of decking with a tape measure.		Show Roof Penetration and Ventilation Openings.
	Show degree of slope of each section on a gauge or with a level and ruler.		Show Fastener Spacing and Lap lengths of underlayment with a tape measure.		Show Fastener Spacing and lap lengths of Flashings and Drip Edge with tape measure.
	Show Nailing of Shingles		Show Installation method of Skylights (fasteners, flashing, bull)		Show fastener spacing of tapered foam or insulation system with tape measure (when applicable).
Final: Approved Reroof in Progress required before scheduling Final.					
	Show Each Section and Slope Face of roof system.		Show all roof penetrations with boots and vent terminations installed.		Show dryer GRV has backdraft damper and screen is removed.
	Show Ridge Vents are over solid sheathing at ends.		Show Shingles are sealed down at flat roof transitions.		Show Underlayment Excess is cut back to Drip Edge.
	Shown overlap shingles are cut 2" back from valley centerlines.		Show bull under overlap shingles in valleys.		