



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

SIGNS Change To Existing / Face Change

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 HOME #	NOC (if applicable)
For Building:		
Compliance Letter (for concealed fasteners).	Show all attachments.	Show size of installed Sign Face (Width X Height) with tape measure.
Show Installed Sign Near & Far.		
For Electric:		
Photo of sign location.	Photo of means of disconnect. - 600.6 NEC	Photo of Listing marking on sign. - 600.3 NEC
Photo showing weep holes. - 600.9 NEC	Photo of method of control.	Photo of breaker and marked panel schedule. - 408.4 NEC