



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Wall Sign with 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 documents & pictures:

	POSTED PERMIT		ADDRESS: APT, CONDO, or HOME #		NOC (if applicable)
For Building:					
	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, for setbacks.		
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