



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Monument / Pylon / Pole Signs no 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 required)
Footer:		
FOOTER INSPECTIONS are REQUIRED and are IN-PERSON ONLY (no virtual option)		
Final:	Approved Footer inspection required before scheduling Final.	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 Overall Height from Grade to the highest point of the sign structure.	Show Sign Location Near & Far for setbacks.	