



OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR:

Solar Photovoltaic

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 Electric Final: Required Electrical Inspection is IN-PERSON ONLY (no virtual option)		
For Building Final:		
Show installed Roof Brackets with Rails BEFORE setting panels.	Show Bracket-to-roof anchors to be used (prior to installation) and show close up of installed bracket to see the anchors.	Show spacing of brackets with tape measure.
Show additional blocking for brackets when required.	Show several angles of the completed system.	Show cantilever length with tape measure. Show Fire Paths with tape measure.
Compliance Letter (for concealed fasteners)		