Building & Development Review Services
440 Court Street, Clearwater, FL 33756
(727) 464-3888 buildingservices@pinellas.gov www.pinellas.gov

OFFLINE REPORT INSPECTION INSTRUCTIONS

FOR: Windows / Doors Replacement

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 if applicable (project cost is $5,000+).
- Contractor or owner must have all tools ready to open any covered panels.
- 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).**

Exterior Window Replacement Virtual Inspections - The Inspector will need to view the following documents & pictures:

	PICTURE of NOC (if applicable) & Permit Placard POSTED ON THE JOBSITE.		ADDRESS: APT, CONDO, or HOME # PICTURE		All Product Approval Installation Documents are UPLOADED to the permit record, through your ACCELA Portal.
	COMPLIANCE LETTER for Windows, Doors, & Shutters. (Picture or upload to permit)		Window / Door Stickers, PICTURES.		
FOR WINDOWS:					
	Show the Entire Installed Unit as a Whole.		Show Opening Limitation Devices (child protection) and Egress Sill Heights (where applicable).		Show supplemental Impact Protection (when installing non-impact rated glazing).
FOR DOORS:					
	Show Entire Installed Unit from interior and exterior.		Show Weather Stripping & Sealing.		Show supplemental Impact Protection (when installing non-impact rated glazing).