City of Lake City

Virtual Inspections Guide

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What is VuSpex GO?

City of Lake City Growth Management virtual building inspection tool (VuSpex GO) can be used to efficiently complete certain inspections entirely online, without the need for an in-person inspector.

VuSpex GO is an iOS & Android mobile app for contractors and homeowners to use at the inspection site. The app enables the user to create a Field Report (virtual inspection) and send it directly to a Lake City Growth Management Services inspector.

Download on the
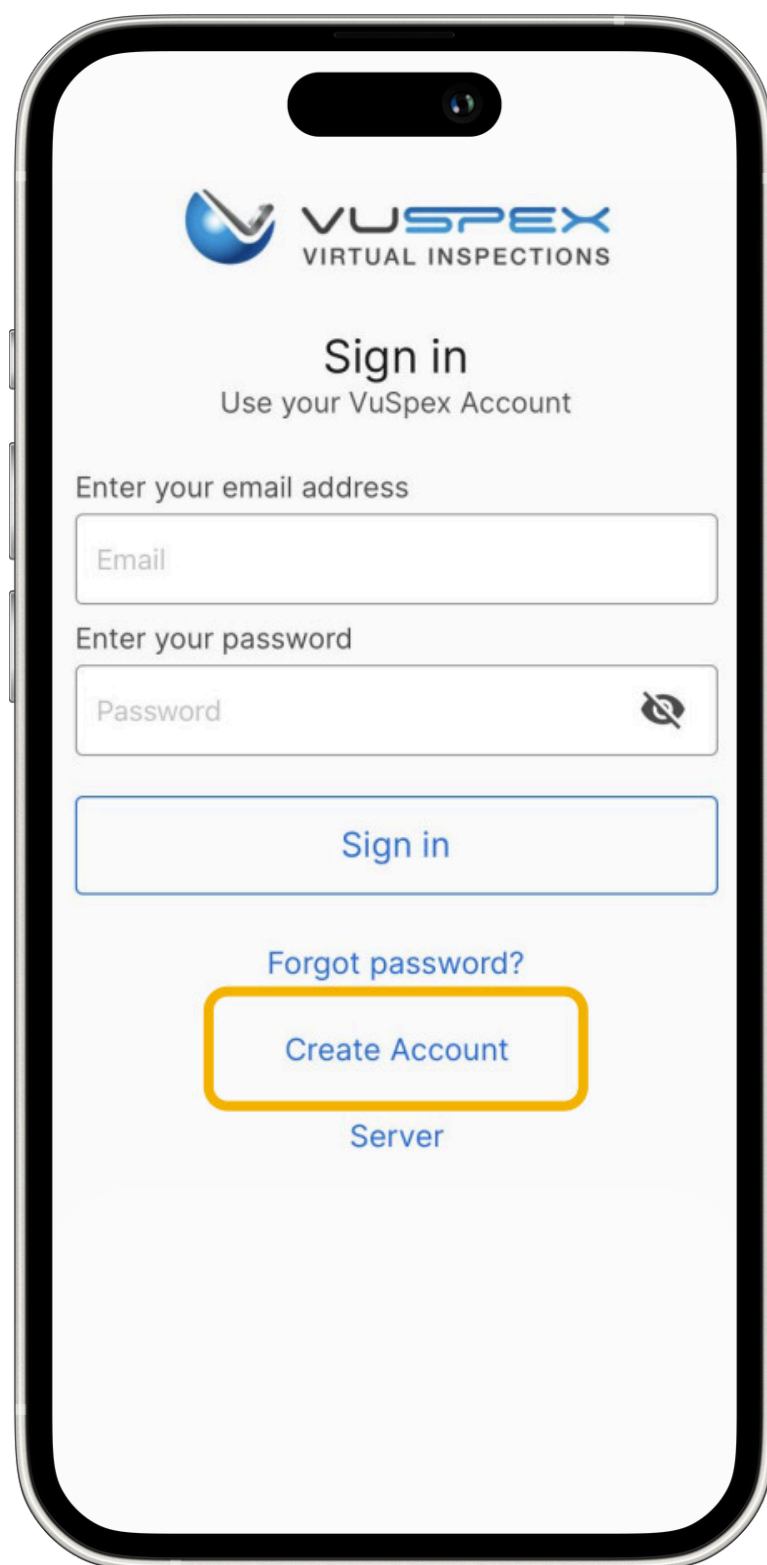App Store

GET IT ON
Google Play

Getting Started

1. Confirm the inspection can be completed virtually by checking the [list of available virtual inspection types](#).

2. Download the [VuSpex GO app](#) to a phone or tablet.

3. Sign in or create an account.

4. Select "New Field Report" (virtual inspection) and follow the steps*.

*For a checklist of virtual inspection media requirements, visit **(hyperlink)**
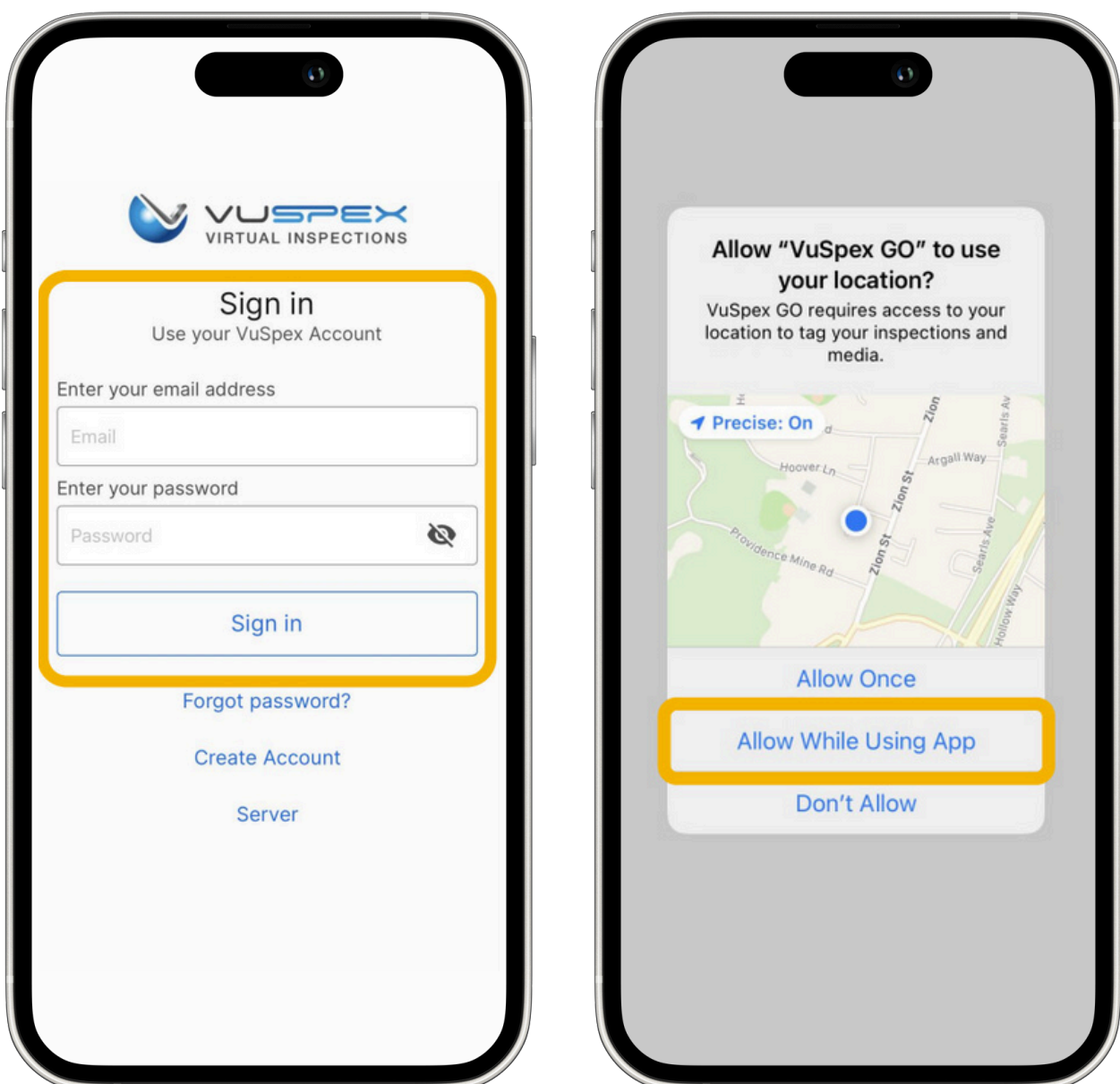
Create an Account

1. Launch the [VuSpex GO app](#).

2. Tap "Create Account."

3. Follow the steps to create a new account.
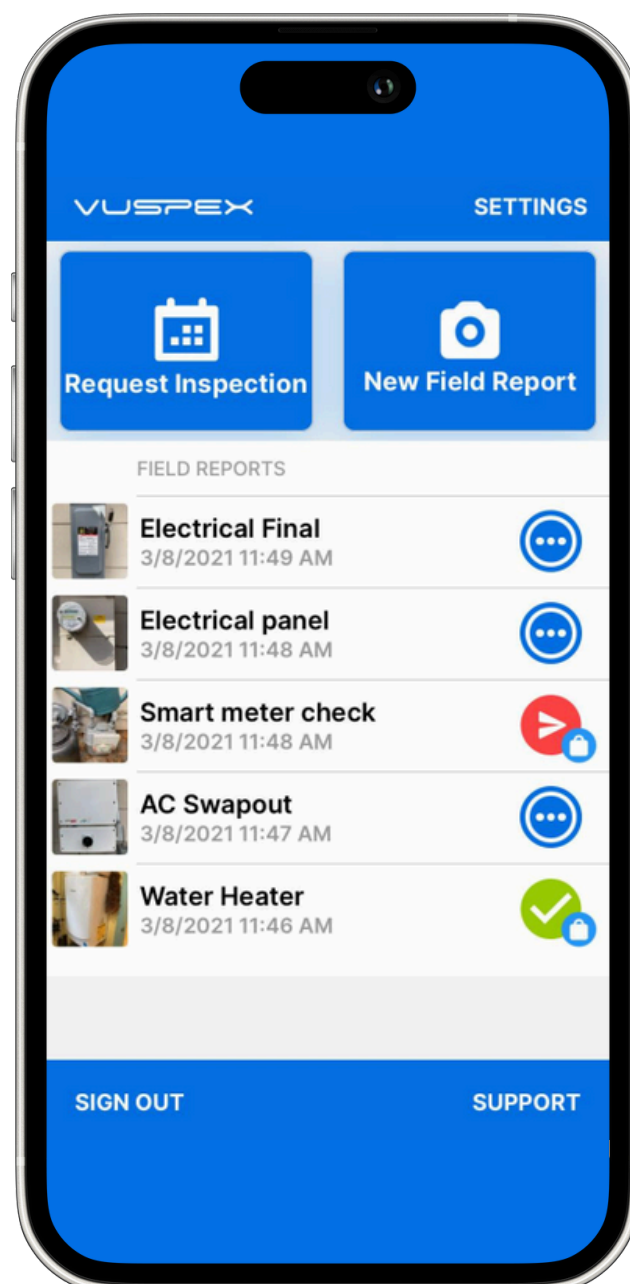
4. Sign in by using account credentials.

Sign In

1. Launch the VuSpex GO app.

2. Sign in by entering account credentials.

3. Allow permissions by tapping "Allow While Using App."

VuSpex GO Features

- Request Live Virtual Inspection*

- Submit Field Report (offline virtual inspection)

- Field Report Status/History

- Settings Menu

- Support

*Live Virtual Inspections are not currently offered by Lake City Growth Management Services.

Field Report (Offline Virtual Inspection)

Use the Field Report feature to send inspection media to a Lake City Growth Management inspector at any time. This is a variation of the Live Virtual Inspection that does not require an inspector's real-time participation. Independently submit a form containing inspection media*, and an inspection report will be automatically generated and uploaded to the permit report for an inspector to review.

Note: A permit number is required to send a Field Report, and the user must be physically located at the inspection site when taking and submitting media for guaranteed GPS verification.

*For a checklist of virtual inspection media requirements, visit (Hyperlink)

Create a New Field Report

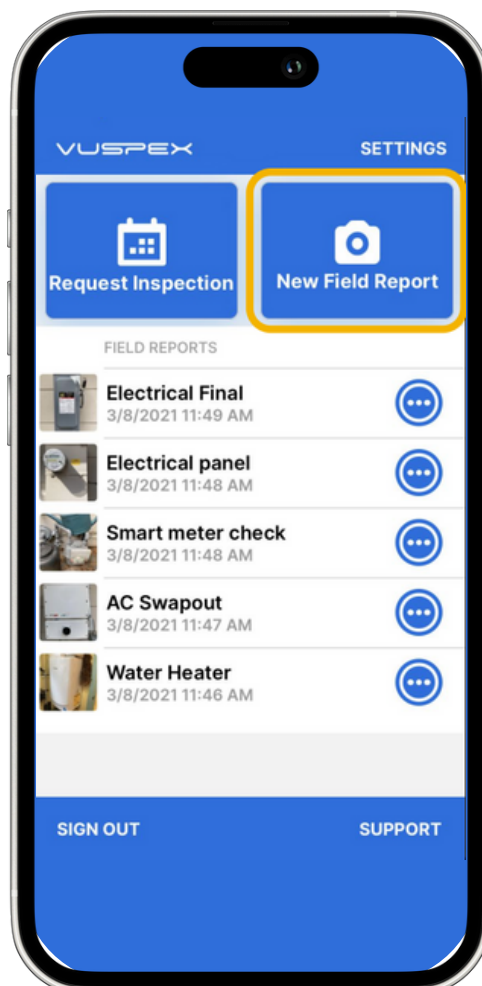Once physically present at the inspection site, tap "New Field Report" on the home screen.

Fill out the step-by-step form:

Step 1 - MEDIA: Add photos/videos with comments based on the inspection checklists*.

Step 2 - COMMENT: Add a description.

Step 3 - PERMIT: Select agency, permit, & inspection type.

Step 4 - SAVE: Finalizing the report locks it from being edited. Send the Field Report to the inspector when connected to the internet.

*For a checklist of virtual inspection media requirements, visit (Hyperlink)

Tips for a Successful Virtual Inspection

Internet
Ensure there is a strong signal on the device when submitting.

Preparation
Understand the requirements needed for the specific inspection type.

Battery
Ensure the phone or tablet is sufficiently charged.

App
Enable automatic updates for the app on the device. VuSpex periodically updates the app, and it is always best to have the latest version.
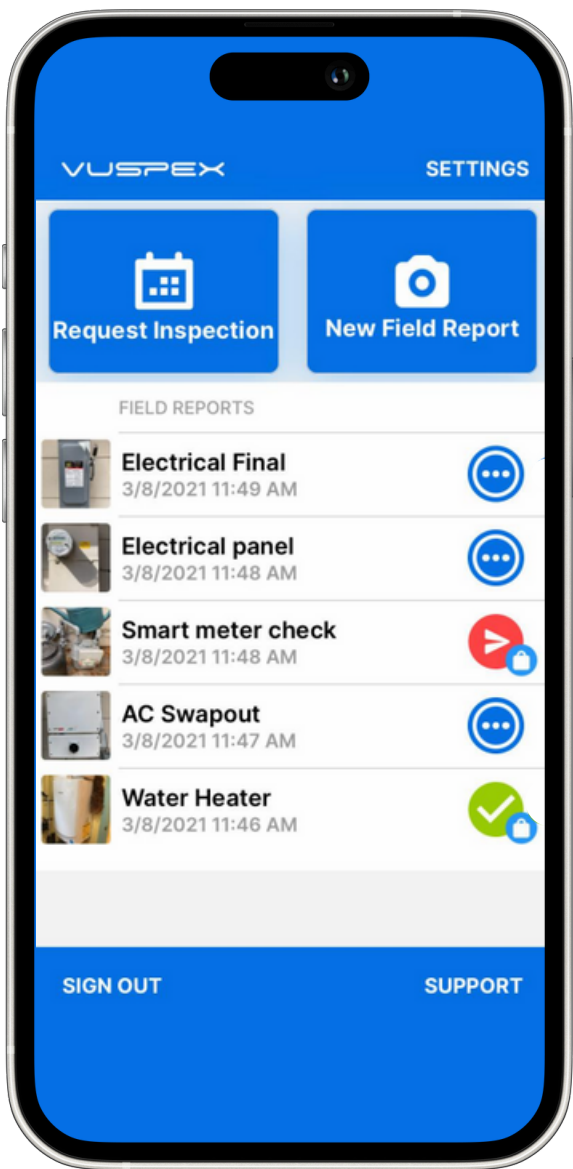
Permissions
When prompted, select "Allow" and/or "Enable" permissions for camera, microphone, and location.

Photo Quality
Ensure the photos and videos submitted are clear and visible. It is important that the media sent is of the highest quality so that the inspection can be completed.

Saved Field Report Status

Field Reports are saved and listed on the app home screen.

Blue Dot Icon:
Saved work-in-progress. Can be edited.

Red Send Icon:
Saved and finalized but has not yet been sent to the inspector.

Green Check Icon:
Saved, finalized, and sent to the inspector. Good to go!

Questions?

For information regarding City of Lake City Development Services virtual building inspections, visit
(hyperlink)

For support regarding the VuSpex GO app, visit VuSpex GO Support or view the VuSpex GO guide.