

**Virtual Inspections with Vuspex**

The City of Lake City is now offering VuSpex, a virtual building inspections tool that provides inspection services to contractors / owner-builders remotely, with the use of any device. Using VuSpex, inspectors can thoroughly perform a virtual inspection from any location, saving the contractors both time and money.

**Who Can Use It?**

Currently, VuSpex can be used for the following permit types:

* Air-conditioning
* Water heater, and
* Window and door
* Re-roof or roof over (Roof In-progress only for existing homes)

Contractors / owner-builders must have a cell phone with adequate resolution and signal quality and must be able to download the VuSpex GO App.

**Instructions**

1. Download the VuSpex GO App to your device:
   * [App Store](http://apps.apple.com/us/app/vuspex-go/id1556156809)
   * [Google Play](http://play.google.com/store/apps/details?id=com.vuspexGO&hl=en_US&gl=US)
2. After downloading the VuSpex GO App, please refer to the *"Checklist of Required Photos"*section in the permit type instruction PDF document(s) below, in order to submit the VuSpex Offline Field Report of the installation.

If you encounter issues or need additional assistance in submitting the Offline Field Report, please contact the City of Lake City Growth Management Department by texting your questions to 386-360-8175 or calling 386-719-5744. For any additional questions about virtual inspections, please contact us.

City of Lake City

Growth Management  
173 NW Hillsboro St  
Lake City, FL 32055

Office Hours:  
Monday–Friday, 8:00 a.m. to 4:30 p.m.

Phone:  
(386) 719-5750

**VIRTUAL INSPECTION INSTRUCTIONS FOR AC CHANGEOUT PERMITS**

All inspections for residential AC Changeout permits will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

The intent of requiring VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the equipment installed before the installing contractor exits the jobsite, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

Please follow the instructions in the VuSpex GO Offline Field Report User Guide to download and use the VuSpex GO app.

VuSpex GO Offline Field Report User Guide

https://prod.vuspex.com/docs/goguide\_spanish.pdf

The Martin County Building Department only uses the Offline Field Report functionality of VuSpex GO. **You DO NOT need to schedule an inspection prior to submitting an Offline Field Report.**

Once you have downloaded and become familiar with VuSpex GO, refer to the Checklist of Required Photos below to upload and name the necessary photos for review by City of Lake City. YOU MUST TAKE THE PHOTOS AT THE INSTALLATION ON SITE for geo location verification. Failure to do so will result in a failed inspection. Once the photos are uploaded into VuSpex Go at the work site, you may submit the Offline Field Report at any location with a good cell signal.

**CHECKLIST OF REQUIRED PHOTOS**

**FOR AIRHANDLER:**

1. The air handler overall.

2. The drain pan and condensate drain.

3. The label showing heater size and maximum overcurrent protection.

4. The disconnect and breaker for the unit.

**FOR CONDENSOR:**

5. The condenser overall.

6. The tie downs.

7. The locking caps and UV protected insulated lines.

8. The disconnect and breaker for the unit.

**VIRTUAL INSPECTION INSTRUCTIONS FOR WATER HEATER PERMITS**

All inspections for water heater change out/install permits (tanked or tankless) will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

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**CHECKLIST OF REQUIRED PHOTOS**

1. The overall installed unit.

2. The T & P and its discharge.

3. The label showing the installed heater size.

4. The over current protection device (breaker).

5. The pan, if required.

6. If gas, all the above that applies and the gas/water shut off and line to unit.

**VIRTUAL INSPECTION INSTRUCTIONS FOR WINDOW AND DOOR PERMITS**

All inspections for residential Window and Door permits will require the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

The intent of requiring VuSpex Offline Field Reports for inspections is to facilitate the inspection of the elements of the product installed before the installing contractor exits the jobsite, thereby eliminating or minimizing further inconveniences to the property owner or occupant of the structure associated with State mandated code compliance inspections.

**Virtual Inspections is your only inspection option for Window and Door permits, and failing to do so will result in a FAILED inspection.**

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**CHECKLIST OF REQUIRED PHOTOS**

You must identify each photo by the opening number you listed on your approved floor plan. Submit one or more photos listed in this checklist for each window and/or door.

1. The bucks when ready, but before the window or door is installed.

2. The new window or door set in the opening from both inside and out.

3. The fasteners showing spacing and size of fastener.

4. The caulking of the window or door from inside and outside.

5. The label on the window or door demonstrating it is the product that was permitted.

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**VIRTUAL INSPECTION INSTRUCTIONS FOR ROOF IN-PROGRESS**

Only the Roof in-progress inspection for roof permits may be submitted virtually requiring the installing contractor to submit an “Offline Field Report” of the installation through the VuSpex Go app.

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**CHECKLIST OF REQUIRED PHOTOS \*Minimum of 4 different locations of roof for**

1. Front & rear of home

2. Demonstrate compliant nail off of roof decking.

3. Demonstrate proper lap of underlayment material.

4. The fasteners of underlayment showing spacing at laps (6” o.c.) and in the field (12” o.c. staggered)

5. The fasteners of the drip edge (4” o.c.)

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