



Virtual Inspection Instructions and Requirements for Mechanical 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](#)

The Charlotte County Building Department only uses the Offline Field Report functionality of VuSpex GO. **Inspections are automatically scheduled for the following business day.** **You DO NOT need to schedule an inspection prior to submitting an Offline Field Report.**

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

Checklist of Required Photos

- ✓ Home with address
- ✓ Air handler and condenser breaker marked, with the ability to verify amps of breaker
- ✓ Label on condenser
- ✓ Freon safety caps installed on condenser
- ✓ Disconnect in view of condenser
- ✓ Condenser anchored
- ✓ UV protection of line set
- ✓ Air handler label, with KW of heat marked
- ✓ Disconnect in view for air handler
- ✓ Float switch installed in main drain at unit
- ✓ Secondary drains
- ✓ Overall picture of air handler

Only submit pictures associated with permit scope of work.

For help, please email CCTechSupport@CharlotteCountyFL.gov or call 941.743.1201.