Virtual Inspection Instructions and Requirements
for Roofing 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

Dry-In:
- ✓ Home with address
- ✓ Roof/Re-Roof Inspection Affidavit
- ✓ Drip edge attachment, each plane
- ✓ Valley attachment
- ✓ Dry in of each plane
- ✓ Roof in progress, each plane
- ✓ Picture of product labels on-site
- ✓ No more than 50% can be covered prior to a Passed dry-in inspection
- ✓ Facia board around entire home

Final:
- ✓ Home with address
- ✓ Roof/Re-Roof Inspection Affidavit (if it was not submitted at Dry-In)
- ✓ Roof penetration
- ✓ Each plane
- ✓ Picture of product labels on-site
- ✓ Picture of dryer vent screen removed
- ✓ Electrical mast, if present

Pictures of sheathing is not required. **Only submit pictures associated with permit scope of work.**
For help, please email CCTechSupport@CharlotteCountyFL.gov or call 941.743.1201.