



Virtual Inspection Instructions and Requirements for Siding-Soffit 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 or Job Card
- ✓ Product labels on site
- ✓ Clear photo of fasteners
- ✓ No more than 90% can be completed, minimum of 10%
- ✓ Attachment of J mold at exterior wall
- ✓ Attachment of soffit at fascia
- ✓ Attachment of mid brace (if required)
- ✓ Photo with tape measure confirming depth of soffit (include photos of soffit around entire house)
- ✓ For siding, photo with tape measure to see spacing of fasteners

Only submit pictures associated with permit scope of work.

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