



## Martin County Building Department

900 SE Ruhnke Street, Stuart, FL 34994

772-288-5916 Text: 202-937-0892 [www.martin.fl.us](http://www.martin.fl.us)

# 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.

**Note: Virtual Inspections is your only inspection option for residential AC Changeout permits, and failing to do so will result in a FAILED inspection.**

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](https://prod.vuspex.com/docs/goguide_spanish.pdf)

The Martin County Building Department only uses the Offline Field Report functionality of VuSpex GO. **Note: 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 Martin County. **Note: You must take the photos at the installation 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 AIR HANDLER:**

- The air handler overall.
- The drain pan and condensate drain.
- The label showing heater size and maximum overcurrent protection.
- The disconnect and breaker for the unit.

**FOR CONDENSER:**

- The condenser overall.
- The tie downs.
- The locking caps and UV protected insulated lines.
- The disconnect and breaker for the unit.

If you encounter issues or need additional assistance in submitting the Offline Field Report, please contact the Martin County Building Dept by texting your questions to 202-937-0892 or calling 772-288-5489.

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