**Martin County Building Department**
900 SE Ruhnke Street, Stuart, FL 34994
772-288-5916  Text: 202-937-0892  www.martin.fl.us

# Virtual Inspection Instructions for Window Door

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.

Note: Virtual Inspections is your only inspection option for Window and Door 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

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. 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**

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.

- The bucks when ready, but before the window or door is installed.
- The new window or door set in the opening from both inside and out.
- The fasteners showing spacing and size of fastener.

- The caulking of the window or door from inside and outside.
- The label on the window or door demonstrating it is the product that was permitted.
- The measurement from the interior finished floor to the bottom of the clear opening of operable windows, where the vertical distance from the bottom of window opening to exterior grade is greater than 72 inches **OR** window opening control devices.

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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