

OFFLINE FIELD REPORTING CHECKLIST RESIDENTIAL RE-ROOF PERMITS Required Images and Documents

Please submit clear, high-resolution photos and/or videos documenting the completed roofing work. To ensure the integrity of the virtual inspection process, **all photos and videos must be captured and submitted through the VuSpex app**. The app automatically records the geographic location (geotag), date, and time for each image and video, providing verification that the inspection documentation was captured at the project site.

Residential 1385 (OFFLINE): Roof Sheathing

- ☐ Wind zone schedule on plans
- ☐ Nailing requirements on plans
- ☐ Visual up-close of nailing pattern as required for edge nail and field spacing throughout entire roof
- ☐ Underside of roof for any required blocking
- ☐ Sheathing installation and nailing pattern
- ☐ Show type of nails used

Residential 1390 (OFFLINE): Roof Dry-in/Flashing

- ☐ Wind zone schedule on plans
- ☐ Nailing requirements on plans
- ☐ Visual up-close of nailing pattern as required for edge nail and field spacing throughout entire roof
- ☐ Underside of roof for any required blocking
- ☐ Underlayment installation and nailing pattern
- ☐ Show type of nails used
- ☐ Flashing installation
- ☐ Eave drip installation on eave and gable Roof vents and plumbing boots



Residential 1400 (OFFLINE): Roof Final

- ☐ An overall view of each side (slope) of the completed roof
- ☐ Close-up views of the completed roofing material
- ☐ Flashings, roof penetrations, and other completed roofing details, as applicable.
- ☐ Any additional photos or videos needed to demonstrate the completed installation.

Please ensure all photos and videos are clear, well-lit, and accurately depict the completed work.

Incomplete or unclear submissions may require additional documentation before the inspection can be approved.

Inspection Turnaround: Offline inspections submitted by **2:00 p.m.** will be reviewed the **same business day**, workload permitting.