
BUILDING DIVISION

Offline Inspection Picture Requirements

Please review the picture criteria below for each inspection type.

Required Photographs by Type of Inspection

HVAC CHANGE-OUT

1. Address
 - a. Address numbers on house or mailbox
2. Condenser
 - a. Anchors
 - b. Maximum overcurrent protection (MOP) as indicated on data plate
 - c. Electrical Disconnect
 - d. Refrigerant line locking caps
 - e. Refrigerant line set chase sealed at bottom (If Applicable)
 - f. Condensation discharge and "P" trap (If Applicable)
3. Air Handler
 - a. Primary condensation drain and float switch
 - b. Condensation drain line and "P" trap
 - c. Secondary condensation drain line or Overflow pan and float switch
 - d. Size of heat strip as shown on data plate or written by technician (If Applicable)
 - e. Electrical Disconnect
 - f. Air filter
4. Ducts and Duct Connections
 - a. Connections and any repairs of modifications
5. Electrical Panel and Sub Panel
 - a. Breaker sizes for condenser and air handler with Label

ELECTRICAL SERVICE REPAIRS AND CHANGE OUTS

1. Address numbers on house or mailbox
2. Panel with cover removed showing electrical components
3. Panel with cover installed showing scheduled breakers and no open spaces
4. Meter socket / base with cover removed showing electrical connections (If Applicable)

5. Ground rods and conductor
6. Photographs showing all work in compliance with the requirements of the 2017 NEC (National Electrical Code)

PRE-FABRICATED SHEDS

1. Address Numbers on house or mailbox
2. Show overview of the structure and setbacks to property lines
3. Show engineered blocking and anchoring

WATER HEATER CHANGE OUTS

Electric

1. Address numbers on house or mailbox
2. Entire unit
3. Pressure relief valve and discharge piping
4. Wiring of unit including bonding (green screw) and overcurrent protection
5. Pan at base of water heater, (If Applicable)
6. Drain line from pan to discharge point
7. Circuit breaker for correct size
8. Label on water heater
9. Show Thermal expansion device, (If Applicable)

Additional Pictures Required for Gas Water Heater

1. Show any water lines near draft diverter
2. Heater is minimum of 18" off ground or FVIR (Flammable Vapor Ignition Resistant)
3. Show new gas piping connection
4. Show Vent Piping
5. Show Vehicle Barrier, (If Applicable)

WINDOWS AND DOORS. CHANGE OUTS

1. Address Numbers on house or mailbox
2. Windows and factory applied stickers showing "Design Pressure" and model
3. Screw or fastener spacing
4. Caulking or sealing on interior and exterior
5. Furring (Framing) windows will be attached to
6. Completed and notarized window and door affidavit

RE-ROOF - DECK NAILING, DRY-IN AND FINAL

1. Address Numbers on house or mailbox
2. Entire view of structure showing slope(s)
3. Roof sheathing and spacing of fasteners (nails)
4. Dry-In material and photo showing roof surfaces
5. Flashings, drip edge, vents and valleys prior to roof covering installation
6. Completed job showing all surfaces
7. Completed and notarized Roof Affidavit

SINGLE FAMILY RESIDENCE

1. Soffit
 - a. Address Numbers on house or permit box
 - b. Measurements showing distance from house to fascia board
 - c. Attachment type and spacing for Nailing strip at house
 - d. Mid span attachment of Framing member
 - e. Multiple pictures of soffit attached at mid span
 - f. Type of attachment used for soffit
 - g. FL # of material used
 - h. Nail pattern of fascia installed
2. Roof Dry-In Flash In Progress
 - a. Address Numbers on house or permit box
 - b. Entire view of structure showing slope(s)
 - c. Dry-In material and photo showing roof surfaces
 - d. Flashings, drip edge, vents and valleys prior to roof covering installation
 - e. Completed Dry-in showing all surfaces
3. Insulation (Virtual Only)
4. Private Well Irrigation
 - a. Address numbers on house or permit box
 - b. Rain sensor (zoomed out to identify structure with job site)
 - c. Timer & Backflow preventer
 - d. Any irrigation heads along perimeter of structure
 - e. Pipping connection at well head
 - f. Zoomed out view of highest irrigation head
5. Portable Irrigation Final
 - a. Address numbers on house or permit box
 - b. Rain sensor (zoomed out to identify structure with job site)
 - c. Timer
 - d. Any irrigation heads along perimeter of structure

- e. Pipping connection at meter
 - f. Backflow preventer
 - g. Zoomed out view of highest irrigation head
6. Reclaimed Irrigation
- a. Address numbers on house or permit box
 - b. Rain sensor (zoomed out to identify structure with job site)
 - c. Timer
 - d. Any irrigation heads along perimeter of structure
 - e. Pipping connection at meter
 - f. Piping connected at valve boxes
 - g. Irrigation heads

RESIDENTIAL RENOVATIONS AND ADDITIONS (500 SQ. FT. OR LESS)

1. Footer in Progress
- a. Address Numbers on house or permit box
 - b. Entire view of layout
 - c. Each section of footing
 - d. Width with tape measure for verification
 - e. Depth with tape measure for verification
 - f. Rebar lab
 - g. Ufer ground (Plastic removed 20Ft' on mono slab)
2. Stem Wall
- a. Address numbers on house or permit box
 - b. Up rights at inspection plate or from top view clear of debris
 - c. Entire view of layout
 - d. Each side of house showing number of inspection holes per side
 - e. Height of Rebar above stem wall
3. Slab
- a. Address numbers on house or permit box
 - b. Entire view of layout
 - c. String pulled across slab to verify depth with tape measure
 - d. Compaction test (If Applicable)
 - e. Termite treatment used
 - f. Mono slabs refer to criteria for footing also

4. Lintel
 - a. Address numbers on house or permit box
 - b. Downs and uprights at inspection plates
 - c. Entire view of layout
 - d. Each side of house showing number of inspection holes per side
 - e. Laps in rebar at top of lintel
 - f. Each side of structure with rebar exposed at top
 - g. Attachment of new structure to existing, holes drilled & epoxy, (If Applicable)

5. Fence Walls (500 SQ. FT. or Less)
 - a. Footing and lintel see Residential Renovations
 - b. Electrical (Virtual Only)
 - c. Multiple pictures of Fence Completed for Final

To download the Re-roof or Windows and Doors affidavit, please visit
<https://www.polk-county.net/building/building-forms>.