



**HillsGovHub**

# Virtual Inspection Checklists

Complete your virtual inspections like a pro! Use these checklists to ensure your submissions include all media required for a quick approval.



**Hillsborough  
County Florida**  
Development Services

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# A/C Changeout

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- Verification of wire size/collar
- AHRI Certificate
- Ultra Violet protection coating data sheet

## Condensing Unit Inspection

*The inspector will view the following:*

- Anchors
- Ultra Violet protection coating/physical protection
- Vandal proof refrigerant port caps
- Unit label - min/max Ampacity and unit model number
- Clearance around unit
- Disconnect

## Air Handling Unit Inspection

*The inspector will view the following:*

- Unit support/access
- Auxiliary drain pan
- Condensate drain/access/materials/termination
- Duct connection/flex/duct board
- Unit label - min/max Ampacity and unit model number
- Disconnect

## Electrical Breaker Panel

*The inspector will view the following:*

- Breaker size and labeling

# Electrical Service Repair or Changeout

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- Description of wire size
- Utility riser
- Meter fitting
- Service entrance conductors
- Main disconnects
- Main breaker panel open with circuits connected
- Breaker panel legend
- Measurement of meter and panel height above grade (show ruler in photo)
- Measurement of ground rods 6 feet apart and entire ground wire and clamps (show ruler in photo)
- Any other associated work

# Electric for A/C Changeout

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- Description of wire size
- Main breaker panel without cover
- Circuit breaker
- Remote disconnects
- Flex connections to units

# Electric for Water Heater Replacement

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- Description of wire size
- Main breaker panel without cover
- Circuit breaker
- Remote disconnects
- Flex connections to units

# Garage Door Replacement

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Photo of elevation containing garage door
- FL Product approval number and manufacturer label with model number and wind load rating
- Vertical buck system (left)
- Vertical buck system (right)
- Horizontal buck system (spring buck above opening)
- Number, size, location, and type of horizontal reinforcement
- Copy of vertical reinforcement page from FL product approval docs
- Interior pic of unit installed
- Exterior pic of unit installed
- Door seals
- Video of properly functioning safety devices

# Plumbing Re-Pipe

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- Thermal expansion device
- Piping material
- Connections to tub/shower valves
- Hot and cold water connections
- Vacuum breakers on hose bibbs
- Main shut off valve
- UV piping protection (where required)
- Pipe support/strapping
- Water-hammer arrester (where required)



# Re-Roof Final

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- Each plane of roof system
- Roof slope on a gauge or with level and ruler
- Cricket
- Ridge cap or vent (as applicable)
- Plumbing boots
- Electrical service boots
- Fasteners, type and location
- Rake cement
- Valley cement
- Valley free of fasteners

# Re-Roof Start Up

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Property showing address number
- Front elevation
- Roof slope
- Deck nailing with tape measure
- Replacement wood decking or fascia
- Valley flashing install
- Drip edge installation
- Started shingles
- Roofing cement applies label and installation
- Picture of all boots
- Chimney and circkets
- Roofing type and identification
- Attic vent type and fasteners
- Rigid installation
- Fastener schedule for rigid insulation
- Base sheet for flat deck
- Tile closure
- Attachment for tile roof (include adhesive)
- Type of single ply or composition (include manufacturer)

# Residential Solar Photovoltaic

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Equipment grounding conductor sizing
- Grounding electrode system and grounding electrode conductor
- Documents including PV quantity, location, mounting system, and structural connections according to the approved plans uploaded to the HillsGovHub record
- Front elevation of home including address
- Overall photo of equipment as mounted and interconnected
- Roof penetrations flashed/sealed according to the approved plan
- Array exposed cables are properly secured, supported, and routed to prevent physical damage
- Conduit installation: DC in raceway, rain tight fittings, hubs, labeling, etc.
- Grounding/bonding of rack and modules according to the manufacturer's installation instructions
- Equipment installed, listed, and labeled according to the approved plan (e.g., PV modules, dc/dc converters, combiners, inverters, rapid shutdown equipment)
- Conductors, cables, and conduit types, sizes, and markings according to the approved plan
- Overcurrent devices are the type and size according to the approved plan
- Disconnects according to the approved plan and properly located and bonded as required
- The inverter output circuit breaker located at the opposite end of bus from utility supply at load center and/or service panelboard
- PV system labels, markings, and signs according to the approved plan
- Connection of the PV system to the grounding electrode system according to the approved plan
- Access and working space for operation and maintenance of PV equipment such as inverters, disconnecting means, and panelboards
- The rapid shutdown system is installed and operational according to the approved plan

# Water Heater Replacement

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Permit
- Front elevation of home/business
- T&P valve
- Relief drain line
- Pan and pan drain line (where required)
- Hot and cold water connections
- Protection (post or stop where required)
- Clearances as required (with tape measure)
- Stand (where required)
- Insulation of hot water outlet
- Vacuum relief valve (required for bottom feed units)
- Vent (if gas fired)

# Window and Door Replacement

## Required Images and Sequence

*Please video or photograph the following items in the order listed:*

- Each elevation containing a window/door for home/business
- Permit and copy of FL product approval number
- Opening layout page or site drawing
- Fasteners used
- Fastener pattern detail per FL product approval document (may be different for each type of window or door)
- Impact glass identification etching
- Exterior of each window/door installed
- Interior of each window/door installed
- Opening protection, in place for each requiring unit installed