

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

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A/C Changeout

Required Images and Sequence

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

- ☐ Permit
- ☐ AHRI Certificate
- ☐ Ultraviolet Protection Data Sheet (Armaflex/Insulation)
- ☐ Data Sheet for A2L Compatibility (e.g., UV Lights and Other Accessories)

Condensing Unit Inspection

The inspector will view the following:

- ☐ Anchors/Tie Downs
- ☐ UV Protection (Armaflex) / Physical Protection - e.g., Lawn Maintenance
- ☐ Locking Refrigerant Port Caps
- ☐ Unit Label - Min/Max Breaker Ampacity and Unit Model Number
- ☐ Clearance Around Unit
- ☐ Disconnect - Protective Cover / Dead Front, Wire Size, Ground & Wire Terminals

Air Handling Unit Inspection

The inspector will view the following:

- ☐ Unit support/access
- ☐ Auxiliary Drain Pan / Float Switch / Shut-Off Device
- ☐ Condensate Drain - Access, Materials & Outside Termination
- ☐ Duct Connection - Start Collar & Mechanical Fasteners
- ☐ Plenum-Rated Materials
- ☐ Unit Label - Min/Max Breaker Ampacity and Unit Model Number
- ☐ Disconnect - Protective Cover / Dead Front, Wire Size, Ground & Wire Terminals

Gas Furnace Inspection

The inspector will view the following:

- ☐ Vent Pipe Material, Connectors & Clearances
- ☐ Gas Valve & Sediment Trap
- ☐ Gas Piping/Connector - Cabinet Entry, Gas Valve & Manifold Connection
- ☐ Furnace Rating Plate - Input & Output BTU/h (Vent Sizing)

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
- ☐ Florida Product Approvals for roofing components installed (PDF document)
- ☐ 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 (photo of fastener pattern installed per manufacture specifications)
- ☐ Plumbing boots
- ☐ Electrical service boots
- ☐ Fasteners, type and location
- ☐ Rake cement
- ☐ Valley cement
- ☐ Valley free of fasteners
- ☐ Photo of removed screen from dryer vent (if vent is via the roof)

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 damange
- ☐ 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

Zoning Final Inspection
(Overlay/Special District Architectural/Design)

Required Images and Sequence

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

- ☐ Permit
- ☐ Front Elevation of home/business
- ☐ Other Elevations of home/business
- ☐ All overlay/special district/PD district facade/design elements showing compliance with requirements (list below as applicable to specific district). Include measurements (tape measure) in photos to show compliance where needed.
    - ☐ Roof design features and pitch
    - ☐ Cornices
    - ☐ Window design features
    - ☐ Shutters
    - ☐ Awnings
    - ☐ Transparency
    - ☐ Facade design features and architectural elements
    - ☐ Exterior Cladding
    - ☐ Expression Line
    - ☐ Stoop and Porch Design
    - ☐ Entryway Architectural enhancements
    - ☐ Columns
    - ☐ Garage off-set setback
- ☐ Driveway width. Include measurements (tape measure) in photo to show compliance. (when required by overlay/special district/PD district)