

ICI Inspection Instructions

1. Purchase the appropriate equipment:
 - a. You will need an Apple 6s or newer iPhone with an unlimited data plan.
 - b. You will need a PuQu label printer and extra label paper. (Link to purchase found at www.VideoInspectionPro.com)
2. Download the Software from the App Store. You may need to search for “Sjur Solutions” to find some of these apps:
 - a. [Video Inspection Pro](#), also known as VIP
 - b. [VIP Network Tester](#)
 - c. [PuQuPrinting](#)
3. Use the instructions that come with the PuQu printer and use the [PuQuPrinting](#) app to connect it to your phone by Bluetooth.
4. Register your contractor account in VIP and link it to your corporate credit card. Have all your installers, salespeople, etc. create designee accounts in VIP then add them to your contractor account.
5. At the time your sales representative is on site:
 - a. Determine the video speed rate at that specific location using the [VIP Network Tester](#). The [VIP Network Tester](#) will confirm whether it is a good location for a remote inspection thru ICI.
 - b. Have the owner sign a “Owner acknowledgement to use a private provider” form. It is important that you get this done **before** applying for the permit.
6. Complete a permit application to Jurisdiction for your job location.
 - a. When you are submitting the permit application, include a [Notice to the Building Official](#) that you will be using a Private Provider to perform the inspection. Also include any other information that the specific jurisdiction may require.
7. **The day before** the desired inspection call the jurisdiction building department & inform them that there will be a private provide inspection the next day.
8. After installing the job:
 - a. Make sure the permit is posted, along with any other documentation from the local jurisdiction.
 - b. Make sure the address on the structure is clearly visible.
 - c. Make sure that you have access to all areas covered by the inspection.
 - d. Make sure your phone and printer are fully charged with paper loaded in the printer. Make sure the paper is moved up so that it doesn’t get jammed
 - e. Follow the VIP guide to add the job and request an inspection. Keep the VIP app open while waiting for the inspector to begin the inspection.
9. Follow all directions from the inspector.
10. After the inspection is complete:
 - a. Make sure the printer is “on”. The results will print automatically.
 - b. Take the printed result and attach it to the permit board.
 - c. Your credit card will automatically be charged.

Please sign below to acknowledge that you received these instructions:

Signature: _____

Date: _____

Printed Name: _____