



Building Safety Division - Required Inspections

Per Keith Meile, Building Inspector / Health Officer, the inspections listed below are the minimum requirements for permits issued by this department. This list shall not limit the type or frequency of inspections the department may deem to be prudent to ensure complete code compliance. Please contact the Community Development Department if you have any questions.

Certificate of Occupancy

- Building Inspector final inspection
- Fire Department final inspection
- Impact fees, if applicable, paid prior to the request for Certificate of Occupancy (C.O.) Inspection.
- Water Allocation fee, if applicable, paid prior to the request for Certificate of Occupancy (C.O.) Inspection.
- Planning/Zoning Administrator sign-off on compliance with PB/ZBA approved plan.
- Current water test, if not on municipal water.
- Septic System Approval for Operation.

Prior to Excavation

- Check erosion control systems are in place, including const. entrance (mud tracking).

Excavation (Prior to footing placement)

- Check soil profile (fresh soil needs to be seen on ground)

Footings (Prior to Concrete Placement)

- Forms complete and in place
- Reinforcing steel in place supported by approved "chairs" or suspended by wires to ensure steel is in the center 1/3 of footing.
- Provision has been made for connecting electrical service to footing steel as required by electrical code.
- It is preferable the steel be brought up through the foundation so the connection may be made above grade after the foundation has been poured

Foundation (Prior to concrete placement)

- Wall forms are complete, rebar is installed according to plan, UFER ground is visible above the wall.
- Keyway tie-in or steel tie-in are in place

Foundation

- Prior to backfilling, all items are to be in place (includes footings, frost walls, piers, damp-proofing, foundations drains and filter fabric).
- Sanitary facilities must be provided on job site.
- Street number (not lot number) must be posted and readily visible from street.

- New home construction and all commercial renovation/new construction shall be required to have a dumpster/receptacle on the construction site to accommodate all construction and demolition debris. Debris is to be hauled by a licensed commercial hauler for disposal.

Frame, Rough Plumbing & Rough Electric

- All nail plates installed
- Leak test on DWV system
- Test on water lines
- Electrical receptacles are "made up" and wires are secured
- Ceiling grid installed and all fixtures in place before all tiles are installed.
- Roof complete with finished roof covering and all exterior doors and windows installed per the manufacturer's instructions for flashing
- All air seal, fire blocking/caulking, and draft stopping installed

Insulation

- Must be weather-tight with completed exterior finish
- Vapor retarder must be continuous

Permanent Electric Service

- Exterior of building 100% complete
- Disconnect and bonding installed to meter
- Panel interior exposed, ground rods visible or connection to footing steel, and a GFCI service outlet at the panel

Septic System

- Septic plan approved and submitted to the town
- In-kind: basin/bed-bottom inspection. NOTE: Installer must provide a sketch of the re-installed field showing field size and location with two dimensioned tie points to the structure.
- New system: basin/bed-bottom inspection only. Please note, for a basin/bed-bottom inspection organic matter must be removed and area free of vehicle tracks, smearing and silt. Pump systems require an electrical permit and inspection.

Sono Tubes/Piers

- Prior to placement of concrete for verification of depth (4'FT)

Underground Electrical Service Conduit

- Conduit in place, sand for burial on site and marking tape available