

Procedures for Construction Inspections

1. Place a sign with the lot number or other means of identification at the end of the driveway.
2. Footing forms must be inspected before pouring any concrete.
3. An A-2 as built plot plan must be filed with the Zoning Department after the foundation is poured and before a Certificate of Occupancy will be issued. Consult the Zoning office for their requirements.
4. Footing drains and foundation waterproofing must be inspected prior to backfilling. Ties must be knocked off, holes plugged, and foundation waterproofing applied. Drain pipe must be covered with stone and filter fabric. Damproofing or waterproofing must be used for any below grade living area.
5. Rough framing, electrical, plumbing, and heating must be inspected before covering. Rough inspections may be combined as long as no work is covered prior to inspection. Water or air tests must be performed on all plumbing installations.
6. Siding and windows must be installed prior to installation of insulation.
7. Insulation must be inspected before covering. Exposed vapor barriers will not be allowed in unfinished areas.
8. Fireplace inspections:
 - Hearth must be inspected before pouring.
 - Smokeshelf and throat must be inspected before concealing.
9. Final inspection: all electrical, plumbing, heating, and safety related items must be complete. All other department approvals must be obtained before Certificate of Occupancy (C.O.) will be issued. Pick up C.O. signoff sheet at the Building Department office at least 10 days before the C.O. is needed.
10. The plans that were submitted to the Building Department and approved must be on the construction site for all inspections.
The holes that are drilled in the sills at the floor and ceiling level are required to be sealed with a caulking that meets ASTM 136. This is a tested non-combustible caulk.