

***\*\*Applicant Retain this page for reference purposes***

**Mandatory Inspections of Construction**  
**You MUST schedule inspections prior to concealing affected areas**

Other inspections will be made in some cases, but those listed below must be made or the Certificate of Occupancy may be withheld. Do not mistake an unscheduled inspection for one of those listed below.

Unless a card is left on the job indicating approval of one of these inspections, it has not been approved and it is therefore improper to continue beyond that point of work. Any disapproved work must be re-inspected after the correction.

**Call ahead for all inspections:**

1. **Erosion Control:** Silt fence and tree protection.
2. **Footing Forms:** When excavation is complete and forms are in place (before pouring) Rebar in place and hooked at all corners.
3. **Foundation:** Check for waterproofing, type of block, footing drains, insulation as needed.
4. **Plumbing: Under Slab:** Cast iron, copper, etc.
5. **Gravel Under Slab:** (Usually combined with (#3). Check for insulation as per Energy Code.
6. **Plumbing Rough In:** All work that will be covered (enclosed) must be installed at this time.
7. **HVAC Rough In:** All work that will be covered must be installed at this time.
8. **Framing:** Call when frame is complete including fire-stop, bridging, collar ties, etc. before it is covered from the inside with insulation.
9. **Insulation:**
10. **Plumbing Final:** This can be combined with final. All fixtures to be installed at this time.
11. **In Garage and where ever appropriate:** Fire rated sheetrock to be inspected before painting.
12. **Rough Grading:** All surface water should be directed away from the building to an approved outlet, street, lawn, inlet, drainage swale, etc. This can be combined with final.
13. **Final:** Complete application for certificate of Occupancy, produce certified plot plan or as-built survey including outlet for footing drains to positive outflow. Provide Fire Underwriters Certificate. Building must be essentially complete with all utilities working.

**If Demolition Permit – Please submit the following:**

The following items must be presented to the municipality before demolition can occur:

1. Asbestos abatement survey by a licensed practitioner.
2. Letters from utility companies that the gas, electric and water have been turned off.
3. Affidavit that the premise has been baited for rodents and vermin.
4. Approval from the Department of Environmental Management & Engineering for Sealing of Sewer line.

