

PERMIT AND INSPECTION PROCESS

Residential Construction and Additions

INSPECTION SCHEDULE:

1. **Footings** are inspected before forms are erected for walls.
2. **Foundations** are inspected after forms are stripped all ties snapped, all holes cemented, and foundation is waterproofed to grade. Approval is required before foundation may be backfilled.
3. **Rough frame** inspection is made after the rough wiring and rough plumbing have been inspected and signed off. The building card must be on site in order for a sign-off. The rough inspection must be completed before the insulation is installed. Please have all holes on plates and walls foamed and draft-stopped for rough inspection.
4. **Insulation** must be inspected and approved before sheetrock is installed. It is recommended that all siding be completed before insulation is done.
5. **Final inspection** shall be done after all work is completed. The sign-offs on Electrical, Plumbing, Gas, Highway Department, Fire Department, and Board of Health must be completed before a final inspection may be done.
6. **Occupancy Permit** shall be issued upon approval and sign-off, and payment of occupancy permit fee (\$15.00 per unit). No structure should be occupied until an occupancy permit is issued. Failure to comply may result in fines of \$100.00 per day of violation in accordance with Section 5 of Article XIX of the Town Bylaws.

A fee of \$25.00 will be due if a re-inspection is needed or if there was no permit card visible on site. There will be no sign-off until the fee is paid.

Before excavation, call DIG SAFE at 1-800-322-4844