

24 HOUR NOTICE REQUIRED FOR ANY INSPECTION

NOTIFY THIS OFFICE WHEN THE STAGES OF CONTRUCTION ARE REACHED THAT REQUIRE AN INSPECTION AND FOR OTHER CRITICAL ITEMS AS DIRECTED BY THE BUILDING OFFICIAL. VERIFY INSPECTION APPROVAL BEFORE PROCEEDING.

Reinspection Fees

- A. First Reinspection is Free
- B. Second Reinspection is \$50.00
- C. Third Reinspection is \$100.00

Fee will be paid before each additional trip to do a single stage of construction after initial attempt to conduct a requested inspection and doors are found locked or the project is not ready for the requested inspection.

NOTE: The Zoning Administrator reserves the right to conduct any and all inspections necessary at any timeframe to ensure full compliance with the Middlesex County Zoning Ordinance. Any use, arrangement or construction on your property other than authorized by your approved Zoning Permit shall be deemed a violation of the Middlesex County Zoning Ordinance.

1. **FOOTING** - To be made after basement or footing trenches are excavated grade stakes and/or forms are erected. All reinforcement steel, when required, must be in place and anchored. This inspection must be made **PRIOR** to placing concrete. **ALL FOOTINGS ARE REQUIRED TO BE A MINIMUM OF 16 INCHES BELOW GRADE.**
2. **FOUNDATION / FLOOR JOIST / PROJECTION** – F/FJ-Inspection shall be done prior to sub floor sheathing being laid. Footing projection shall be a minimum of 2” and not exceed the thickness of the footing.
3. **SLAB** - poly, wire, Styrofoam and any electric, plumbing or mechanical rough-ins must be in place.
4. **EXTERIOR VENEER** – flash windows and doors, install wind tie downs as required.
5. **BRICK VENEER**- Inspection at floor line for flashing, weep holes, 1” air space and wall ties.
6. **FRAMING**-to be made after exterior wall sheathing, roof, fire blocking, bracing, windows and exterior doors are installed.

**AS PART OF THE FRAMING INSPECTION THE FOLLOWING INSPECTIONS
WILL BE CONDUCTED:**

- **ELECTRIC ROUGH IN:** After all interior wiring and electrical equipment has been installed;
- **PLUMBING ROUGH IN:** After all interior piping (water/sewer) has been installed and tested.
- **MECHANICAL ROUGH-IN:** After installation of all equipment, ductwork, gas lines, fuel storage tanks, etc.

NOTE: WHEN INVOLVED, INSPECTION OF FRAMING, ELECTRICAL, PLUMBING AND MECHANICAL ROUGH-INS WILL BE CONDUCTED AS ONE INSPECTION. Separate permits are required for electrical, plumbing and mechanical systems.

7. **MASONARY FIREPLACE** - When construction of the smoke chamber is complete and the first flue liner is ready to be set.
8. **INSULATION** - When all required insulation has been installed. Blown in insulation in the ceiling will be inspected upon final inspection.
9. **DRYWALL** - After sheetrock has been hung, but prior to mud and taping.
10. **ELECTRICAL FINAL** - Meter base, 2 ground rods set at least 6' apart and panel(s) are installed and at least one (1) GFCI protected receptacle is wired in.
11. **OPERATION PERMIT FROM THE HEALTH DEPARTMENT SHALL BE ON FILE PRIOR TO REQUESTING FINAL INPECTION.**
12. **FINAL INSPECTION (FOR CERTIFICATE OF OCCUPANCY)** - All construction shall be complete.
NOTE: PER USBC SECTION 116.1THE BUILDING DEPARTMENT SHALL HAVE FIVE (5) WORKING DAYS TO ISSUE THE C.O. THE STRUCTURE SHALL NOT BE OCCUPIED UNTIL APPROVED BY THE BUILDING OFFICIAL.