

**NOTICE TO ALL  
BUILDING PERMIT HOLDERS**

The Massachusetts State Building Code, Section 120.0, requires a Certificate of Use & Occupancy to be issued prior to occupancy of a building or structure. These Certificates will not be issued by this office unless the following inspections are conducted:

**FOOTINGS INSPECTION** - **BEFORE** pouring the footings (change in policy as of 12/1/04)

**FOUNDATION INSPECTION** - prior to backfilling, after coating has been applied to walls and drains have been installed.

**FRAMING INSPECTION** - upon completion of all framing, prior to installation of insulation and interior finish. If plumbing, gas, and/or wiring is being installed, those inspectors must sign off on their rough inspections prior to calling the Bldg. Inspector for a rough framing inspection. Firestopping will be inspected at this time.

**INSULATION INSPECTION** -, upon completion of wall and roof insulation. Floor insulation (and roof if blown in) may be inspected at final inspection.

**FINAL INSPECTION** -

...upon completion of the project (including any conditions set forth upon permit issuance, but excluding cosmetic work)...

...after final signatures of Plumbing\Gas and Wiring Inspectors have been obtained on the permit card...

...if the new heating system is oil or gas, there must be a Fuel Storage Permit at the site, issued by the Fire Chief.

...if a septic system was newly installed or repaired, a Certificate of Compliance from the Board of Health must be at the site.

**PERMIT CARD** - Must be kept in view and protected from the weather on the site during the entire construction period, and shall serve as inspection record until issuance of Certificate of Use & Occupancy.

**PLANS** - a set of plans, approved by building official, (returned to owner with permit card) must be kept at the building site until after issuance of a Certificate of Use & Occupancy, or until final approval of the project has been noted on building permit by the building official.

**RE-INSPECTION FEES** - if inspections are requested and the project is not yet ready (in accordance with the above criteria), or if the structure is inaccessible, or if a return trip is required due to Code violations, a re-inspection fee of \$25 will be charged.

**DIFFICULT TRAVEL CONDITIONS** - If roads/driveways are impassable for a NORMAL PASSENGER VEHICLE, the inspection will not be done.

**NOTE:** IF THE INSPECTION BEING SCHEDULED NECESSITATES ENTRY INTO ACTUAL LIVING SPACE, SOMEONE MUST BE PRESENT TO ALLOW THE INSPECTOR ACCESS TO THE NEW CONSTRUCTION - OR PERMISSION MUST BE GIVEN TO ALLOW ENTRY ON HIS OWN. THE INSPECTOR WILL NOT ENTER THE STRUCTURE IF A CHILD UNDER THE AGE OF 18 IS AT HOME ALONE.