

## **GENERAL INSPECTION PROCEDURE**

- **PERMIT CARD AND APPROVED PLANS MUST BE ON SIT.**
- **NEXT DAY INSPECTIONS ONLY EXCEPT IN AN EMERGENCY.**
- **FOUNDATION (INCLUDES-EXCAVATION, FOOTING AND SET BACK MEASUREMENTS)**
- **ROUGH INSPECTION: ROUGH ELECTRICAL, ROUGH PLUMBING/GAS, MECHANICAL, ROUGH FIRE DEPARTMENT SIGN OFF.**
- **AFTER ROUGH TRADES ARE SIGNED OFF, ROUGH FIRE-BLOCKING AND FRAMING. (NEW BUILDINGS AND SUBSANTIAL PROJECTS WILL REQUIRE AFFADAVIT FROM ENGINEER FOR FRAMING). SOME PROJECTS MAY REQUIRE HEIGHT SURVEY.**
- **INSULATION (INCLUDING WINDOWS AND DOORS)**
- **FINAL INSPECTIONS- FINAL ELECTRICAL, FINAL PLUMBING/GAS, FINAL MECHANICAL, FINAL FIRE DEPARTMENT, FINAL ASSESSORS INSPECTION AND FINAL BUILDING SIGN OFF.**
- **GENERALLY BUILDING DEPARTMENT DOES NOT DO INSPECTIONS WITHOUT A PERMIT EXCEPT LEGITIMATE SAFETY CONCERNS.**

**CALL SHAHNAZ TO SCHEDULE INSPECTIONS AT  
(617)-846-4344 EXT.114**

