

**NOTICE OF PROCEDURES
TO ALL OWNERS AND CONTRACTORS**

POLICY STATEMENT: All Permits relating to a **GENERAL BUILDING PERMIT**, such as **HVAC, ELECTRICAL, PLUMBING, FIRE PROTECTION, SPRINKLER**, must be **APPLIED** for and **ISSUED PRIOR** to **INSPECTION** of any work other than footing, foundation or underground systems inspections.

The **PERMIT APPLICANT** is **RESPONSIBLE** to request all required inspections, providing the Building Department with a minimum of 24 hours notice. The Building Department will inspect in a prompt and reasonable manner.

THE PERMIT AND INSPECTION RECORD MUST BE POSTED ON SITE

BASIC INSPECTIONS of work include but are **NOT LIMITED** to the following:

- **FOOTING/FOUNDATION/SOILS INSPECTION** - Inspected after excavation and forms are set including any reinforcing steel and prior to placement of concrete. Inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.
- **ROUGH INSPECTIONS** - All mechanicals (plumbing, electric, HVAC, fire protection, etc.) must be inspected prior to concealment. Framing normally inspected upon approval of rough mechanical inspections.
- **CHIMNEY INSPECTION** - Throat inspected at point of construction where first flue liner is to be set in place. Additional inspections where a chimney, fireplace or flue is not of a standard design.
- **INSULATION INSPECTION** - Inspected upon completion of all other rough inspections, and prior to installation of sheetrock.
- **ANY OTHER INSPECTIONS - TO ASCERTAIN COMPLIANCE WITH THE BUILDING CODE OR OTHER LAWS ENFORCED BY THE BUILDING DEPARTMENT.**
- **FINAL/CERTIFICATE OF OCCUPANCY INSPECTION** - Upon completion of all work and prior to occupancy. **NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED WITHOUT SURVEYOR SIGN OFF OR AS BUILT.**
- **AFFIDAVITS** - Permit applicant shall make a sworn affidavit of actual cost for each building permit issued, and pay any additional fee as necessary prior to issuance of Certificate of Occupancy.

**TOWN OF WEST HARTFORD, BUILDING DEPARTMENT, 561-7530
INSPECTORS OFFICE HOURS 8 - 9 A.M. OR 1 - 2 P.M. , WEEKDAYS**