

Town of Riverhead Building Department

ZB NO. _____

SCTM# _____

INSPECTION & CERTIFICATE OF OCCUPANCY INFORMATION SHEET

Inspections must be made by the building department within four (4) months of the issuance of a building permit. It is the responsibility of the applicant, owner, or contractor to request inspections from the Building Department. Construction must be completed and certificate of occupancy must be obtained within twelve (12) months, or the permit may need to be renewed.

NOTE: AFTER THE FOUNDATION IS POURED OR PILING IS INSTALLED, AND PRIOR TO THE START OF FRAMING, A FLOOD ELEVATION CERTIFICATE IS REQUIRED FOR WORK WITHIN FLOODPLAIN.

The following inspections are required. **ONE WEEK notice for inspections is necessary.**

- 1st Inspection: Footing reinforcement or pier excavation prior to pour
- 2nd Inspection: Footing keyway with foundation wall reinforcement and dowels into existing
- 3rd Inspection: Foundation before backfill (must be damp proofed where applicable)
- 4th Inspection: Under slab plumbing, perimeter insulation, and slab preparation before slab is poured.
- 5th Inspection: Framing, Sheathing & Strapping prior to housewrap (if strapped under sheathing, separate sheathing inspection req'd)
- 6th Inspection: Rough plumbing; air and/or water test may be required
- 7th Inspection: Rough electric
- 8th Inspection: Insulation and draft stopping; must be weather tight
- 9th Inspection: Final building, plumbing, electrical inspections; all construction completed and ready for occupancy

Site features may need additional inspections; i.e. drywells, grading, grade stabilization, etc.

After the required inspections are made, a Certificate of Occupancy must be issued prior to occupying the subject building(s). The following documents are required to be submitted after all of the work is complete:

- Final Survey (**prepared by a NYS Licensed Surveyor**) when applicable
- A final Flood Elevation Certificate prepared by a NYS Licensed Surveyor**
- Electrical Certificate of Compliance (issued by the Town of Riverhead Electrical Inspector)
- Suffolk County Health Department Approval (if required and/or necessary)
- Plumbers Affidavit (if required and/or necessary)
- Final Floor Affidavit (if required and/or necessary)
- Dark Skies Compliance Acknowledgement, if applicable – Please review Outdoor Lighting Code, Article XLIX;

No building may be used or occupied in whole or in part, until a Certificate of Occupancy shall have been issued by the Building Inspector. (All new construction)

No building enlarged, extended or altered, or upon which work has been performed, which required a building permit, shall be occupied or used more than thirty (30) days after completion, unless a Certificate of Occupancy shall have been issued by the Building Inspector. (All additions, alterations, etc.)

All debris created by land clearing and during construction must be removed from the property. No debris is to be used in backfill of footings and foundation or is to be buried.

The Certificate of Occupancy will be issued after a processing period of at least Seventy-two hours (72) from the time all of the required documents are submitted to this office.

Pursuant to Chapter 217-12 (G): The Building Inspector may charge a duplicate inspection fee for any inspection that must be repeated due to the failure of the applicant to meet the inspection criteria. The duplicate inspection fee for residential properties shall be \$200. The duplicate inspection fee for commercial properties shall be \$350. In addition, each missed inspection shall be considered a failed inspection and a fee shall be charged. If foundations are poured without the rebar being seen then we reserve the right to require third party imaging certification.

The owner/contractor is responsible for all drainage and flooding issues as provided by §217-6 (k) of the Town Code. Permit fees are nonrefundable per Town of Riverhead Code §217-12 D(17).

The person responsible for this site must call in for all inspections listed above.

Signature: _____ **Date:** _____