

TOWN OF ROXBURY

PROCEDURE FOR OBTAINING A BUILDING PERMIT

PLEASE READ CAREFULLY

FAILURE TO COMPLY WITH THESE REQUIREMENTS MAY CAUSE A DELAY IN THE APPROVAL OF YOUR APPLICATION

- The permit application must be submitted with the following:
 - Two sets of plans, including support documentation such as engineering/product information.
 - License/registration and letter of authorization from the homeowner.
 - Proof of Workman's Compensation –(certificate or affidavit)
 - Model Energy Code Compliance work sheet, <Mec ck>, is required on all new homes.
 - Application fee. (check or cash only)
 - Swimming pool agreement form when applicable.

Applications submitted to the building department for review will be approved or denied within 30 days. Please note that a building permit cannot be issued without the approval of all applicable departments. **IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT A COMPLETED SIGN-OFF SHEET WITH THE REQUIRED APPROVALS.**

INSPECTION INFORMATION AND SCHEDULING

- No inspections will be scheduled unless permit(s) have been issued.
- Inspections performed after 1pm, Tuesday thru Friday, 48 hours notice is required.
- Stamped, approved plans must be on site at the time of inspection.
- A \$25.00 re-inspection fee maybe imposed at the discretion of Building Official.

LIST OF REQUIRED INSPECTIONS

1. FOOTING – site excavated, forms in place and rebar (if required).
2. FOOTING DRAIN & WATERPROOFING - Walls w/p with continuous membrane per code, drains in place with stone and fabric in place.
3. SLAB PRE-POUR – All concrete flat work shall be inspected prior to the placement of concrete.
4. FRAMING – Building shall be weather tight and stairs installed. Approved framing plans must be on site or no inspection will be made.
5. ROUGH ELECTRICAL, PLUMBING AND MECHANICAL – All permits issued, all fire stopping and fire caulking completed. Pressure tests for all piping shall be witnessed and approved by Building Inspector.
6. ELECTRIC SERVICE AND TRENCH – Inspections are performed separate from “building rough inspections”. A CRS# is required for electric service (new and upgrade).
7. INSULATION – Prior to sheetrock.
8. HEARTH/SMOKE SHELF (CHAMBER) – Hearth Inspection shall be made with steel in place prior to placement of concrete.
9. FINAL – Must be performed in order to issue a Certificate of Occupancy/Use. A “CO” shall be obtained prior to occupancy of structure.
At the time of final inspection:
 1. All finish electric shall be complete.
 2. All handrails and guardrails installed.
 3. All health and safety requirements are in compliance.

PLEASE NOTE: Some projects require special inspections. It is the responsibility of the owner/applicant to insure that all inspections are completed.