

## CONTACT TIMES FOR INSPECTIONS

(NOTICE SHALL BE GIVEN 48 HOURS IN ADVANCE)

It shall be the **responsibility of the permit holder** (owner or contractor) to contact the inspector's office when the work has progressed to the point of needing an inspection.

- ☐ **Excavation:** inspector to observe soil types: groundwater elevation, temporary shoring, site safety.
- ☐ **Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp proofing/waterproofing, foundation drainage, and *either* first floor framing in place *or* proper bracing before backfill.
- ☐ **Frame:** call after all framing is in place the sub trades have finished all cutting, drilling and notching. Inspector to observe species & grad, spans, connections, cutting & notching; and fire stopping (**AFTER INSPECTION AND SIGN OFF FROM SUB-TRADE INSPECTORS**)
- ☐ **Sub-trade Inspections:** call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner, Fire Department, Health Department.
- ☐ **Fireplace/chimney:** call following completion of firebox, throat and first flue set (mandatory inspection point)
- ☐ **Insulation:** after insulation is in place; inspector to observe insulation type, vapor barrier, and R-values.
- ☐ **Mechanical:** inspection of duct installation (for type and fastening), furnace plenum, hydronic piping, wood & pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.
- ☐ **Finish:** call after sub-trade inspectors have signed for final approvals and building or parts there of, are ready for occupancy and/or use

### Contact Telephone Numbers:

Inspection Service	Inspectors Name	Contact Telephone Number
Building Inspection	Brianna Skowyra	978-249-3834
Electrical Inspection	Gary Terroy	978-249-2868
Gas Inspection	Daniel Joly	978-249-9583
Plumbing Inspection	Daniel Joly	978-249-9583
Oil Burner Inspection	John Duguay	978-249-8275
Fire Department Inspection	John Duguay	978-249-8275
Board of Health	Deborah Karan	978-249-7934
Conservation Commission	Bob Muzzy	978-249-3734
Dig Safe	<a href="http://www.digsafe.com">www.digsafe.com</a>	888-344-7233 (72 hr notice)