



TOWN OF WATERVILLE VALLEY
DEPARTMENT OF PUBLIC SAFETY
BUILDING DEPARTMENT
CODE ENFORCEMENT OFFICE



Inspection Schedule and Guidelines

*(The guidelines in this document are meant to assist builders in the inspection process. Builders must consult applicable codes and zoning regulations for meeting inspection requirements. Required inspections of New Construction are in **BOLD** print.)*

Foundation (Two inspections required):

1. **After footings, poles, or piers are set in place or trenches or basement areas are excavated, any required forms are erected and any required reinforcement is in place, and prior to pouring concrete.**
2. **Walls after forms are stripped, damp proofing completed and foundation drains are in place and run to daylight, prior to backfilling. Note: where the foundation location is such that setback clearances are critical, an additional inspection of wall forms prior to placement of the concrete may be required.**
3. Anchor bolts shall be installed in accordance with IRC2015 section R403.1.6.
4. Bottom of all footings must be a minimum of 4' below final grade
5. Material used for backfill of footing and foundation walls may not contain organic material, construction debris, boulders or rocks larger than two and one-half inches in diameter.

Slab (One inspection required, all must be done prior to inspections):

1. **After excavation is completed and all required reinforcement is in place and prior to pouring concrete.**
2. Must follow IRC 2015 Sections R403.1.3.2 and R403.1.4.

Plumbing (All must be done prior to inspection):

1. **Rough inspection shall be made prior to covering or concealment, before fixtures or appliances are installed.**
2. Permit must be completed and returned prior to inspection
3. Pressure test of waste line shall be conducted on rough inspection and waste line must hold 5 pounds of pressure for 15 minutes.
4. Pressure test of water lines shall be conducted on rough inspection and water lines must hold at least 50 pounds of pressure for 15 minutes.
5. All penetrations between floors and/or leading vertically into a void must be fire caulked

Electrical (All must be done prior to inspection):

1. **Rough inspection shall be made prior to covering or concealment, before fixtures switches, outlets, and insulation are installed.**
2. Permits must be completed and returned prior to inspection.
3. For new service or service upgrade inspections, front cover of electrical panel must be removed for inspection and ground rods must be visible.
4. For temp service, meter socket must be in place, ground rods in place, all components must be weather tight and GFI's must have in use covers.
5. All penetrations between floors and / or leading vertically into a void must be fire caulked.
6. Cabinet layout must be on-site at Rough Electric Inspection
7. All wiring must be spliced and connected with appropriate wire nuts within the boxes.
8. Home runs shall be tied in at the panel.
9. Panel shall clearly labeled at the breakers to identify kitchen, bath, GFCI, AFCI, etc. circuits.

Framing (All must be done prior to inspection):

1. **Inspection shall be made after all framing is completed; fire stopping, draft stopping and bracing are in place and prior to insulation.**
2. All hurricane clips must be installed.
3. Drilling and notching of top plate must follow IRC 2015 R602.6.1.
4. All nail plates must be installed in accordance with IRC 2015 P2603.2.1.
5. Rough stairs must be in place.

6. All stairs except bulkhead stairs must follow IRC 2015 Section R311 through R311.5.8.2.
7. If the stairs have framed walls that extend to the floor then you must follow IRC 2015
8. Stairway illumination must follow IRC 2015 R303.7 / R303.8
9. Must have safe and ready access to all levels including the basement.

Chimneys/Fireplaces (*Three inspections required*)

1. Footing and foundation when poured.
2. Firebox and Fire Blocking in place between appliance and each level and adjoining unit.
3. Before capped, (*for multi flue chimney only*).

Underground Electrical (*One inspection required, all must be done prior to inspection*):

1. Must be inspected after all piping in place and prior to covering
2. Permit must be completed and returned prior to inspection.
3. Must have "Underground wires" taped on site.
4. Service must be properly and securely anchored to the structure.

Insulation (*One inspection required, all must be done prior to inspection*):

1. Vapor barrier must be installed if required.
2. Insulation must be installed in all exterior walls, floors and ceilings or rafters of habitable spaces. The ceiling insulation must be R38 and walls must be R19.
3. Any area that is being insulated but not covered may not have paper backing on the insulation.

Mechanical Systems (*Oil*):

1. Must be inspected prior to final inspection.
2. Must have approved Oil Burner Permit.
3. Must be operational for inspection. Must be installed per manufacturer's instructions.
4. All documentation including owner's manual and installation instructions must be on site for review.
5. Where applicable, all possible ignition sources must be 18" off floor in accordance with IRC 2015 M1307.3.
6. Appliances located in a carport or garage shall follow IRC 2015 M1307.3.1.
7. Protection against physical damage shall comply with IRC 2015 M1308.2.

Mechanical Systems (*Gas*):

1. All gas piping must be tested to 1 ½ times working pressure, or 3 psi minimum.
2. Gas Piping System Pressure Test Form must be completed and returned prior to inspection.
3. Must be inspected prior to final inspection of the structure.
4. Must be operational for inspection.
5. Must be installed per manufacturer's instructions.
6. All documentation including owner's manual and installation instructions must be on site for review.
7. All possible ignition sources must be 18" off the ground as in accordance with IRC 2015 M1307.3
8. Appliances located in carport or garage shall follow IRC 2015 M1307.3.1.
9. Protection against physical damage shall comply with IRC 2015 M1308.2.

Decks (*Two inspections required, one for tubes and one for hangers*):

1. All sonotubes must extend below frost and sit on a "big foot" type of footing.
2. All joists that do not bear on at least 1 ½ inches of wood require a joist hanger as stated in IRC 2015 section R502.6. Must be inspected prior to decking installation.
3. Deck frames must be bolted to house frame as per IRC 2015 Section R507.2.
4. Flashing must be installed where the deck frame attaches to the house.
5. For decks without a roof, the span of the joist must be able to support a 90 pound snow load. The span of the joist will be checked against a roof rafter horizontal projection.
6. For decks with roofs, the span of the deck joist will be checked against a 40-pound floor load.
7. Roofs over deck must support a 90-pound ground snow load.
8. All stairs must meet IRC 2015 Section R311 through R311.5.8.2

Final:

1. State approval for operation of septic system is required (If applicable).
2. All driveway requirements must be met.
3. All bathroom floors and sanitary base must be installed.
4. All conditions on the building permit (and Planning / Zoning Board conditions if applicable) must be met.
5. The dwelling must be safe from all hazards.
6. No exposed electrical wires. All cover plates must be installed.
7. All breakers in the main and sub panels must be clearly labeled and the circuit served identified (not simply "lighting or kitchen", etc).
8. 911 numbers must be posted as per instruction in the letter received from the town.

General:

1. Please note that one building permit is valid for a period of ONE year from the date of its issuance for foundation and septic completion and TWO years for framing and finish completion.
2. The permit will become invalid unless the work is commenced within 180 days after its issuance or the work is suspended or abandoned for a period of 180 days after work has commenced. A renewal will then be required.
3. Any changes or modifications to the project, as submitted, must be approved by the Building Department and/or Planning Board.

All inspections are required. Please note the items in **BOLD are a required inspection. Other information in each section is informational only.**

The applicant is responsible to schedule the appropriate inspection at least two (2) business days in advance. Any deficiencies noted during these inspections shall be corrected before any further construction and/or any other permits, certificates or inspections are completed. Deficiencies not corrected can be subject to civil penalties, orders to Cease and Desist, and to include revocation of permits.

BY THE ISSUANCE OF INSPECTIONS AND/OR PERMITS THE TOWN OF WATERVILLE VALLEY NEITHER GUARANTEES NOR REPRESENTS THAT THE CONSTRUCTION PERMITTED WILL BE OR HAS BEEN COMPLETED IN A PROPER, WORKMANLIKE MANNER OR IN COMPLIANCE WITH ANY APPLICABLE LOCAL OR STATE CODE OR REGULATIONS. NO PERSON OR ENTITY SHALL HAVE THE RIGHT TO RELY ON THE ISSUANCE OF A PERMIT AS A BASIS TO ASSERT ANY CLAIM AGAINST THE TOWN, ITS OFFICIALS, EMPLOYEES, OR AGENTS FOR PERSONAL INJURY, BODILY INJURY OR PROPERTY DAMAGE INCLUDING WITHOUT LIMITATION ANY CLAIM FOR ECONOMIC OR OTHER CONSEQUENTIAL LOSS.