



TOWN OF BETHANY
Town Hall – 40 Peck Road
Bethany, Connecticut 06524-3338
Tel. (203) 393-2100 Ext. 112 or 113
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Building Inspection Process

Robert Walsh
Provisional Building Official
Office Hours: Monday 7 – 9 PM
393-2100 Ext. 117

Bonnie Casertano
Asst. Building Official
Office Hours: Monday 7 – 9 PM
393-2100 Ext. 116

1. No inspections will be made if appropriate Zoning and Building Permits have not been posted.
2. No inspections will be made and no Superstructure Permit or Certificate of Zoning Compliance / Bldg Use & Occupancy will be issued if the house number isn't prominently displayed on-site.
3. No mechanical inspections will be made prior to the issuance of the mechanical permits.
4. Requests for inspections must be made to the Building Inspector in person or directly to him by telephone. Such requests require at least two full days notification, exclusive of weekends and holidays. *A re-inspection fee of \$50 will be paid to the Town of Bethany by the property owner or contractor if an inspection is made and the work is not completed and not ready for such inspection or does not comply with the Connecticut State Building Code. No further inspections will be performed prior to receipt of the \$50 fee.*
5. **Soil / Footing Inspection:** Set forms and *prior* to pouring concrete – call for an inspection.
6. **Foundation Inspection:** *Prior* to backfilling foundation – call for an inspection. Footing drains, tar membrane, waterproofing, and rigid insulation should be installed prior to calling for inspection if these items are applicable.
7. **Superstructure Permit:** An A-2 as-built is required prior to the issuance of a Building Superstructure Permit.
8. **Sheathing Inspection:** *Prior* to roofing and siding – call for inspection. This inspection may also be used as a preliminary framing inspection.
9. **Framing inspection:** *All* electrical, plumbing, heating and other mechanical permits must be secured. If not previously submitted, heat loss/gain calculations must accompany all HVAC Permit Applications. A full framing inspection will be conducted in conjunction with all electrical, plumbing and HVAC roughs. All fire-stopping components shall be installed.
10. **Insulation Inspection:** Must be done *prior* to sheetrock.
11. **Lath and/or wallboard inspection:** After all lathing and/or wallboard interior is in place, but before any plaster is applied, or before wallboard joints and fasteners are taped and finished.
12. **Final Inspection:** Contractor or owner should call for a final inspection.
13. **Certificate of Zoning Compliance / Building Use and Occupancy:** The owner or builder must request *in writing* that a Certificate of Zoning Compliance / Building Use and Occupancy be issued by the Building/Land Use Departments of the Town of Bethany *prior* to use and occupancy if required by the terms of the Building Permit. A Certificate of Use and Occupancy generally requires the approval of the following departments: Building, Highway, Inland Wetlands, Sanitarian, and Zoning as well as all mechanical permits having been obtained.
14. *At least 14 days notice, exclusive of weekends and holidays, is needed before issuance of Certificate of Zoning Compliance / Building Use and Occupancy.*
15. Contractor/owner needs to sign "Building Inspection Process" notice prior to issuance of any Building or Mechanical Permit.

I have read the above and agree to comply with this process.

Signed _____

Date _____