



## VILLAGE OF EAST HILLS

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## INSPECTION REQUIREMENTS FOR BUILDING PERMITS

**A valid building permit must be displayed at the site at all times.**

If a permit has been renewed, it must be replaced with a new permit card.

**Approved construction plans, all prior inspection reports, and all sub-permits must be available at the site at all times, or inspections will be canceled.**

**NO WORK ON SATURDAYS, SUNDAYS, AND VILLAGE HOLIDAYS.**

**Village holidays can be found on the website or in the East Hills Village Calendar.**

**Notify the Building Department a minimum of 48 hours in advance for inspections. Failure to have required inspections may result in summonses, permit revocation, and the rejection of uninspected work.**

The following is a list of common required inspections. Other inspections may be required depending on type of project (i.e. Gas Line Pressure Test, Pre-Backfill for retaining walls, concrete slabs, septic and drywell etc.). It is the responsibility of the property owner and the General Contractor to ensure all inspections are performed.

Inspection:	When to call for inspection:
<b>Pre-construction Site Inspection</b>	After all required safety fence and erosion control elements are installed and prior to starting <u>any</u> construction, demolition or other site work.
<b>Footing Inspection &amp; Pier Footing</b>	When forms for footings and pier footings are complete before any concrete has been poured. Lot is to be staked out so that set-backs can be verified.
<b>Foundation Forms</b>	When all forms are set and all dowels, with epoxy attachment, and re-bar are in place.
<b>Foundation</b>	When foundation, footings, footing drains, gravel and water proofing are completed. The top course of foundation block must be solid and contain foundation bolts. <b>Note:</b> All new dwellings (or extensions when required by Building Inspector) require a foundation location survey to be submitted prior to framing. Survey must include elevation at top of foundation and location of all septic and drainage structures.
<b>Strapping &amp; Anchors</b>	When all wind resistant strapping and anchors are in place, prior to being covered with sheathing, roofing, or house wrap.
<b>Plumbing (below ground)</b>	Call for inspection of all below surface plumbing prior to pouring slab. No plastic or hub-less piping is permissible in or under concrete.
<b>Framing</b>	Upon completion of all framing (floors, walls, ceilings and roofs). In addition, strapping for hurricane reinforcement, windows and sheathing must be installed. For new houses, an architect's certification letter is required prior to inspection. Letter must note <b>all</b> changes from approved plans and certify all construction to that point.
<b>Rough Plumbing and Fire-stopping</b>	Completed installation of all proposed domestic, including water test on waste and vent lines, water or pressure test on domestic lines, and water test on all shower pan liners. <b>Note:</b> rough electric must be inspected by a certified electrical inspection agency prior to insulation and wall closure. Proof of inspection required.
<b>Fire Caulking &amp; Air Seal/ Air Barrier</b>	Once all penetrations and openings passing between floors are fire stopped. All gaps in exterior walls must be air-sealed and air barrier as per NYS Table R402.4.1.1.
<b>Insulation</b>	Before inside walls are covered, call for inspection of insulation. Insulation must be in conformance with NY state energy conservation regulations. All requested revisions and/or certification letters are required to be submitted <b>prior</b> to closing walls. All prior inspection reports <b>must</b> be available on site – <b>no exceptions</b> .
<b>Final Inspection</b>	Call for inspection upon <b>completion</b> of project including all appliances, fixtures and site work. Additional documentation, such as final survey and electrical certificate may be required.