

CITY OF BERLIN
BUILDING INSPECTORS OFFICE
361-5402

INSPECTION SCHEDULE

Inspection is necessary at certain stages of construction so that we may check for compliance with building and zoning regulations. Your attention is called to the following items:

- 1) Permit card must be posted in public view before commencing excavating or building work.
- 2) Footing forms must be inspected and approved prior to pouring concrete.
- 3) Completed foundation walls, with outside drain tiles and crushed stone covering, must be inspected and approved before backfilling.
- 4) All structural work must be inspected and approved prior to installing insulation. Approval of electrical, plumbing, and heating work must be approved prior to close up or installation of insulation.
- 5) Installation of insulation shall be inspected and approved prior to covering.
- 6) Upon completion of work and prior to occupancy or use of property, a final inspection shall be requested. All defects which affect health, safety, or structural strength must be corrected before a final approval is given.

Inspections will be made as soon as practical after notification. To avoid delays, advise the Building Inspectors Office **AT LEAST 48 HOURS IN ADVANCE** of when work will be ready for inspection.

The Building Inspector generally has office hours on Tuesday and Thursday afternoons from 1:00 to 3:00 p.m. Please contact this office during regular working hours to schedule an inspection during those times if at all possible. Other appointments may be arranged according to above guidelines.