



CITY OF SALEM, MASSACHUSETTS

BUILDING DEPARTMENT

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**KIMBERLEY DRISCOLL
MAYOR**

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DIRECTOR OF PUBLIC PROPERTY/BUILDING COMMISSIONER**

(NOTICE SHALL BE GIVEN 48 HOURS IN ADVANCE)

It shall be the **responsibility of the permit holder** (owner or contractor) to contact the inspector 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 and the sub-trades have finished all cutting, drilling and notching. inspector to observe species & grade, 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
- Fireplace/chimney:** call following completion of firebox , throat and first flue set
- 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:		
Electrical Inspection:		
Gas Inspection:		
Plumbing Inspection:		
Oil Burner Inspection:		
Bd. of Health Inspection:		
Fire Department Inspection:		
Conservation Commission		
Dig Safe		