

APPLICANT
PICKS UP NEW CONSTRUCTION
PACKAGE AT BUILDING
DEPARTMENT

SUGGEST THAT APPLICANT CHECK WITH
WARE CONSERVATION COMMISSION ASAP TO
SET UP SITE VISIT TO DETERMINE IF YOU
NEED TO FILE WITH COMMISSION

BUILDING COMMISSIONER WILL REVIEW
APPLICATION IN A TIMELY MANNER

BUILDING PERMIT ISSUED

INSPECTIONS

FIRST REQUIRED INSPECTION
EXCAVATING AND FOOTING FORMS

SECOND REQUIRED INSPECTION
DAMP-PROOFING / FOOTING DRAINS

IMPORTANT ↓

A CERTIFIED "AS BUILT" PLAN IS REQUIRED FOR ALL
FOUNDATIONS. PLAN MUST BE SUBMITTED BEFORE
CONSTRUCTION OF BUILDING CAN CONTINUE

IMPORTANT ↑

ROUGH ELECTRICAL
ROUGH PLUMBING
GAS INSPECTION

FRAMING AND FIRESTOP
INSPECTION

INSULATION INSPECTION

FINAL INSPECTIONS

BEFORE YOU CALL FOR CO, MAKE SURE

1. ALL OTHER DEPARTMENTS HAVE
SIGNED OFF ON INSPECTION CARD
2. NUMBER IS ON HOUSE
3. ALL HANDRAILS ARE IN PLACE

CERTIFICATE OF OCCUPANCY ISSUED

**BUILDING
COMMISSIONER**

Chris Rice

413-967-9648 x113

**BUILDING DEPARTMENT
REQUIRES 24 HOURS NOTICE
FOR ALL INSPECTIONS**