

TOWN OF CHESTER BUILDING DEPARTMENT

**REQUIREMENTS FOR BUILDING PERMIT**

1. Completed Application
2. 2 Sets of Stamped Plans by NYS certified Engineer or Architect and Engineered Septic Design
3. Fee
4. Insurance Certificate (Liability and Workman's Compensation)
5. Driveway Permit (Town, County or State Road)

ALLOW A MINIMUM OF 2-3 WEEKS FOR PERMIT TO BE ISSUED

**REQUIREMENTS FOR CERTIFICATE OF OCCUPANCY**

1. Completed Affidavit of Final Cost of Construction (has to be notarized) and Fee
2. Water test results and Well Log
3. As Built Survey including As Built on Septic
4. Final Electrical Inspection
5. Final Building Inspection
6. Septic Certificate or certified affidavit
7. Driveway Certificate
8. 911 Address – Need to go to the Highway Department
9. Water Meter Certificate
10. Blower Door Test Report

**INSPECTION SCHEDULE**

WHEN REQUESTING INSPECTIONS REFER TO BUILDING PERMIT NUMBER AND JOB LOCATION (ie. PROPERTY ADDRESS) ALLOW 2 WORKING DAYS FOR INSPECTION. POST PLACARD IN VISIBLE AREA.

1. **PRE-CONSTRUCTION SITE VISIT IF NECESSARY**
2. Excavation inspection or trenching inspection with TEMPORARY FENCE INSTALLED.
3. Footing inspection, with rebar hung, pier forms in place, or footing key way or vertical rebar.
4. Wall forms in place prior to concrete, block wall with duo-wall, anchor bolts
5. Slab inspection – wire rebar as required
6. Waterproofing – footing drains extended to daylight
7. Framing – joist hangers, ledger strips, sheathing (stairs in place for inspection)
8. Rough Plumbing – waste line testing – water or smoke test
9. Rough electric – Underwriters inspection prior to insulation
10. Insulation inspection prior to drywall
11. Garages  $\frac{3}{4}$  hour fire separation (5/8 gypsum)
12. Final inspection, Final Electrical inspection, bathroom fixtures, kitchen cabinets and appliances, handrails where needed, porch rails, all outside steps, concrete footings for decks (if not done at an earlier inspection, deck will need a separate final inspection)