

**TOWN OF MONROE**  
**(CONTRACTORS, BUILDERS & HOMEOWNERS FOR REQUIRED INSPECTIONS)**

**NOTE:** Inspector must be notified of inspection(s) at least **24** hours in advance and **48** hours in advance during peak construction times. This applies to work days only. Holidays, weekends, sick days and vacation days are not included. Contractors, Builders and Homeowners may not dictate the time or day of the inspection(s) due to scheduling difficulties and workloads. All inspections will be made from 9AM-3PM until completed, unless one inspector is out, than AM or PM only. No further work is to continue until inspections is/are approved. It is up to the homeowner or landowner to contact the Building Department after an inspection is made for a list of corrections to be made and for a re-inspection of corrected items. You must give your Building Permit Number when calling for inspection(s). Cancellation of inspection must be made by **9AM** the day before, if not the same inspection will be **postponed two working days**. Calling for incomplete inspections, same as above.

**WARNING:** Modifying or changing of approved plans in the field will result in an automatic inspection failure and/or **STOP WORK ORDER**. This may cause a delay of weeks until new plans can be approved with possible field corrections. A complete change of plans will require new applications and fee. Building Department approval must be received first, before making any field change.

1. **FOOTINGS & PIERS** - Inspection must be approved prior to any pouring of concrete. Access to footings must be adequate (safe ladder or sloping ground).
2. **SLABS** and poured **FOUNDATIONS** same as number 1 above.
3. **COMPLETED FOUNDATION** – Includes anchor bolts, parging, water proofing and drains. Access to foundation must be adequate (safe ladder or sloping ground). **Will need a foundation location survey for new dwellings to prove proper zoning setbacks before any further work.**
4. **FACTORY MANUFACTURED & MOBILE HOMES** – Are to be inspected on the trailer before installation on foundation.
5. **SHEATHING** – Before any roofing, siding or felt is applied. Except for the required 3’ self adhering polymer (i.e., water & ice guard), at all roof edges, roof/wall changes, valleys etc.
6. **ROUGH FRAMING, PLUMBING & ELECTRICAL** Before any insulation or drywall. Building Department will refuse to do this inspection if stairs or adequate ladders are not provided.
7. **INSULATION** – Before any drywall.
8. **CHIMNEY, FLUES, STOVES & FIREPLACES;** a) Masonry – footings and before construction is completed. B) Pre-fab- before enclosure of walls – c) Stove flue to Chimney – before enclosed d) completed job.
9. **DRY WALL** – Before walls are spackled. (needs to see fasteners) If glued, inspection to be made before job is finished.
10. **WELL WATER SERVICE LINES** – Before back filling. Lines must have 6” of clean R.O.B. gravel under and over.
11. **SEPTIC SYSTEM** – Before filling in. **NOTE:** Some septic systems require an additional inspection by an independent licensed professional engineer to certify the septic to the Building Department & Orange County Department of Health.
12. **BULDING SEWER LATERALS** – If not covered by Orange County or other Sewer District.
13. **SWIMMING POOL & HOT TUBS** a) **In-Ground** – After earth is excavated with frame installed and when pool is completed with the required 4 foot minimum high fencing. b) **Above Ground – & Hot Tubs** - When completed.
14. **ALL ELECTRICAL WORK** – Must be inspected by Town of Monroe approved inspection agency.
15. **DEMOLITION** – Before structure is destroyed. All hazardous items must be removed (i.e., oil tanks, household chemicals etc)
16. **FINAL INSPECTION** – Structure must be 100% complete, including rough grading before any Certificate of Occupancy is issued. It is not the responsibility of the Building Department to issue a Certificate of Occupancy to meet a closing date. It is the responsibility of the contractor and/or homeowner to get the C.O. **first**, before setting a closing date. **WARNING:** Failure to complete inspections and to secure a Certificate of Occupancy will result in a violation when a title or abstract search is requested for refinancing or selling your home. Avoid the delay and frustration – do it now.

**CALL 783-1900 EXT. 225**  
**FOR APPOINTMENT**