

**FOR INSPECTIONS  
PLEASE CALL:  
845-783-1900  
EXT. 208**



1465 Orange Turnpike  
Monroe, NY 10950  
[www.monroeny.org](http://www.monroeny.org)  
845-783-1900 ext. 208  
845-783-5597 Fax

**(CONTRACTORS, BUILDERS & HOMEOWNERS FOR REQUIRED INSPECTIONS)**

**NOTE:** Inspectors must be notified of inspection(s) at least **24** hours in advance on business days. Holidays, weekends, sick days and vacation days are not included. Inspection(s) will be scheduled upon availability. No further work shall continue until inspection is/are approved. It is up to the owner to contact the Bldg. Dept. after an inspection is made for a list of corrections to be made and for a re-inspection of corrected items. Bldg. Dept. Number required when calling for inspection(s). Cancellation of inspection must be made by **9AM** the day before; not doing so may result in **postponing inspection two working days**.

**WARNING:** Modifying or changing of approved plans in the field will result in an automatic inspection failure and/or **STOP WORK ORDER**. This will 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. Bldg. Dept. approval must be received first, before making any field change.

1. **DEMOLITION** – Before structure is destroyed. All hazardous items must be removed (i.e., oil tanks, household chemicals etc.)
2. **FOOTINGS & PIERS** - Inspection must be approved prior to any pouring of concrete. Access to footings must be adequate (safe ladder or sloping ground).
3. **SLABS** and poured **FOUNDATIONS** same as number 1 above.
4. **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.**
5. **FACTORY MANUFACTURED & MOBILE HOMES** – Are to be inspected on the trailer before installation on foundation.
6. **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.
7. **ROUGH FRAMING, PLUMBING & ELECTRICAL** Before any insulation. Bldg. Dept. will refuse to do this inspection if stairs or adequate ladders are not provided.
8. **INSULATION** – Before any drywall.
9. **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.
10. **DRY WALL** – Before spackle. **ONLY APPLIES IF FIRE SEPERATION IS REQUIRED.**
11. **WELL WATER SERVICE LINES** – Before back filling. Lines must have 6" of clean R.O.B. gravel under and over.
12. **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 Bldg. Dept. & Orange County Department of Health.
13. **BULDING SEWER LATERALS** – If not covered by Orange County or other Sewer District.
14. **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.
15. **ALL ELECTRICAL WORK** – Inspected by approved inspection agency. **Refer to list on page 2.**
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 Bldg. Dept. 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.

# OFFICE OF THE BUILDING DEPARTMENT



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845-782-5597 (fax)

## APPROVED ELECTRICAL INSPECTION AGENCIES

1. **Commonwealth Electrical Inspection Service, INC.**

*(Fred Cocks/Jim Cocks)*

845-783-0551 (office)-845-783-9309 (alternative)

[jfcloul@yahoo.com](mailto:jfcloul@yahoo.com)

2. **Electrical Underwriters of NY, LLC.**

*(Ernie Bello)*

845-569-1759

[ernie@eu-ny.com](mailto:ernie@eu-ny.com)

3. **New York Certified Electrical Inspectors, LLC.**

*(Jerry Caliendo)*

845-294-7695

[nybeil@live.com](mailto:nybeil@live.com)

4. **New York Electrical Inspections & Consulting**

*(John Wierl)*

845-343-6934

5. **Swanson Consulting, INC.**

*(J.O. Swanson)*

845-496-4443

[joe@swansonconsulting.biz](mailto:joe@swansonconsulting.biz)

6. **Tri-State Inspection Services, INC.**

*(Vinny Ambrosio)*

845-544-2180

[theoffice@tristateinspec.com](mailto:theoffice@tristateinspec.com)