

Town of Charlestown Inspection Requirements

- All inspections must be coordinated with the Building Inspectors Office at least twenty four (24) hours in advance.
- Electrical Inspections are done on Monday and Thursday morning.
- Framing, Plumbing and Mechanical Inspections are done Tuesday, Wednesday and Friday mornings.
- The Building Permit DOES NOT cover any electrical, plumbing, or mechanical work. This requires separate permits, which must be obtained at the Building Inspectors Office.
- Failure on the part of the owner or contractor to notify the Building Inspectors Office for a required inspection will result in a STOP WORK ORDER that may cause delay in construction.
- The Building Inspector will affix a sticker approving the inspection or leave a field correction notice pointing out any deficiencies, which will require re-inspection prior to proceeding.

Inspections for New Structures, Additions & Renovations:

1. **Excavation** (When foundation hole is excavated & prior to any crushed stone or concrete being installed for footings or foundation)
2. **Foundation Rebar** (Prior to pouring concrete)
3. **Rebar Grounding Electrode Conductor and Connection** per NEC 250-52A3 (**Required** when 20' or more of conductive steel is encased by concrete)
4. **Foundation Coating & Foundation Insulation** (prior to backfilling)
5. **Footing Inspection for Decks/Porches** (after forms or sonotube are installed and prior to pouring concrete)
6. **Modular Dwelling Attachment** (to foundation and each level/section)
7. **Fireplace Throat**
8. **Electric Trenches, Gas Line Trenches, and Underground LPG Tanks and Lines** (Prior to backfilling)
9. **Gas Line Pressure Test** (If line is connected to more than 1 appliance)
10. **Under Slab Plumbing** (Prior to covering)
11. **Shear Walls, roof blocking, special nailing schedules, and hurricane ties** (Prior to covering - generally, this inspection will be done at the Rough Framing Inspection)
12. **Roughs - Framing, Electrical, Plumbing, & Mechanical** (Prior to insulation and interior covering)
13. **Insulation & Energy Code Inspection for Air Leakage** (Prior to covering with wallboard)
14. **Final Inspection for Certificate of Use and Occupancy** (Prior to use and occupancy of the structure or addition)

NOTE: A CERTIFICATE ILLUSTRATING COMPLIANCE WITH THE BLOWER DOOR TEST MUST BE SUBMITTED TO VERIFY COMPLIANCE WITH THE 2013 ENERGY CODE.

Requirements for Certificate of Occupancy:

- Final Inspection by this office
- Fire Chief/Marshal final inspection (Charlestown Fire District 364-9117, Dunn's Corner 322-0577)
- Certificate of Conformance from DEM (C.O.C)
- Elevation Certificate (If in a Flood Zone)
- Well Water Test (new wells only)
- Posting of Energy Certificate

If there are any questions pertaining to the inspection procedures, please contact the Building Inspector's Office at (401)-364-1215.