

CONTACT TIMES FOR INSPECTIONS

It shall be the responsibility of the permit holder (owner or contractor) to contact the inspector when the work has progressed to the point of needing an inspection.

REQUEST ALL BUILDING INSPECTIONS THROUGH THE PERMIT TAB ONLINE.

You must obtain proper sign-offs by inspectors before proceeding.

- **Excavation/Footings:** inspector to observe soil types: groundwater elevation, temporary shoring, site safety, and inspection of footings prior to pouring
- **Foundation:** inspector to observe location, size & shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp-proofing/waterproofing, foundation drainage and either first floor framing in place or proper bracing before backfill
- **Prior to pouring slab:** Inspector to observe reinforcement and vapor barrier
- **Sub-trade Inspections:** call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner
- **Frame:** call after all framing is in place and sub-trades have finished all cutting, drilling and notching. Inspector to observe species & grade, spans, connections, cutting & notching; and fire-stopping (after inspection and sign off from sub-trade inspectors)
- **Fireplace/chimney:** call following completion of firebox, throat and first flue set
- **Insulation:** after insulation is in place: inspector to observe insulation type, vapor barrier, and R-values

- **Mechanical:** inspection of duct installation (for type and fastening), furnace plenum, hydronic piping, wood & pellet stove, dryer vents, bath exhaust fans, heat pumps, etc
- **Finish:** call after sub-trade inspectors have signed for final approvals and building, or parts thereof, are ready for occupancy and/or use

Contact Inspection Services:

Building Department: Commissioner Matt Kollmer 413.243-5518 or 413.404.5656

Building Inspector: Don Fitzgerald 413.329.7267

Building Inspector: Rian Dowd 413.243.5518 or 413.404.5655

Electrical Inspector: Michael Burton 499-2431

Gas & Plumbing Inspector: Jason Dion 413.854.1776

Oil Burner Inspector: Glenn Wilcox 413.243-2494

Board of Health Inspector: James Wilusz 413.243-5540

Fire Department: Chief Ryan Brown 413.243-2100

Conservation Commission: 413.243-5511

Sealer of Weights and Measures: Jesse Polo 413.243.5518

Dig Safe: 888-344-7233

BUILDING PERMIT MUST BE HUNG WITHIN SITE OF PUBLIC VIEW

NOTICE OF START: At least 24-hour notice of start of work under a building permit shall be given to the Building Official. Contractor or builder is to give Building Official 24-hour notice prior to the time when these inspections are required. Building Official shall make the inspections within 48 hours after notification.