



# TOWN OF SMITHTOWN

## OFFICE OF THE BUILDING DEPARTMENT

WILLIAM W. WHITE

TOWN OF SMITHTOWN BUILDING DIRECTOR

TEL. No. (631) 360-7520 FAX No. (631) 360-7639

## INSPECTION PROCEDURES

### FOR ADDITIONS, ALTERATIONS, ACCESSORY STRUCTURES, ETC.

A minimum of two (2) business days is required for appointments

**CALL** – Inspection Line at 631 360 7522 and leave a message. Leave your name, permit number, address, type of inspection and the best phone number where you can be reached. You will receive a call confirming your appointment.

**E-MAIL** -You may schedule appointments on-line. Go to the Building Department page at [www.smithtownny.gov](http://www.smithtownny.gov). Click the e-mail link under inspections and follow the instructions. You will receive an e-mail to confirm your appointment.

Inspectors **complete** their inspections between 8:00 AM and 3:00 PM except during summer hours - July/August between 8:00 AM and 2:00 PM. If you need a window of time for the inspection, contact the inspector at 631-360-7523 or 631 360 7524 the day before the inspection between 3:30 PM to 4:30 PM (summer hours 2:30 PM to 3:30 PM) or the morning of the inspection from 7:30 AM and 8:00 AM. *Electrical inspections can be arranged directly through one of the approved agencies. See attached list or check at our Website.*

***In order to issue your Certificate of Occupancy/Certificate of Compliance the following inspections need to be scheduled, completed and approved.***

1. Soil and Concrete Footing Inspections
2. Foundation Inspection
3. Underground Plumbing Inspection
4. Strapping Inspection
5. Rough Plumbing Inspection
6. Rough Electrical Inspection
7. Framing and Strapping Inspection
8. Air Test Inspection
9. Insulation Inspection
10. Final Plumbing Inspection
11. Final Electrical Inspection
12. Final Construction Inspection

**NOTE:** *Check with your inspector/inspectors for specific required inspections, certifications and/or documentation*

### **INSPECTORS CANNOT APPROVE WHAT IS NOT VISIBLE!**

Do not cover up walls or ceilings until inspections are made and approved.

**ELECTRICAL INSPECTIONS;** Permits involving electrical work required by code will require an Electrical Certificate. The licensed electrician or the homeowner must arrange for the electrical inspections. The Certificate must be submitted to the Building Department. Contact one of agencies approved by the Town of Smithtown. (See Attached List or check our Website)

**ASSESSOR'S OFFICE** -Call (631) 360 –7560 to arrange for an Assessment Inspection

Once all of the above is completed and the Building Department has received the proper documentation a Certificate of Occupancy /Certificate of Compliance will be issued.