



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

COMMERCIAL INSPECTION PROCEDURES

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

CALL – Inspection Line at 631 360 7522. Leave a message with 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. Click the e-mail link under inspections and follow the instructions. You will receive an e-mail confirming your appointment.

Inspectors **complete** their inspections between 8:00 AM and 3:00 PM except during summer hours in 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.*

PLEASE CALL FOR INSPECTIONS AS INDICATED BELOW

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 inspection (*submit required certifications*)
2. Foundation Inspection
3. Steel inspection (*submit mill and architect's certifications*)
4. Block wall inspections (*submit architect's certifications*)
5. Underground plumbing inspection
6. Strapping inspection
7. Rough Plumbing inspection
8. Rough HVAC inspection
9. Rough electrical inspection
10. Framing
11. Fire Stops (*submit required certifications*)
12. Pressure/Air Test
13. Insulation inspection
14. Final plumbing and HVAC inspection
15. Final electrical inspection
16. Final construction inspection (*submit final construction certifications and spread ratings on interior finishes including carpets, furniture, tile, etc.*)
17. Request final departmental inspections

NOTE: Revised drawings and Certifications to be submitted prior to next inspection.

(Amendment forms detailing revisions require 3 sets of plans for all changes to original plan approval and a fee)

**A CERTIFICATE OF OCCUPANCY/COMPLIANCE WILL BE ISSUED APPROXIMATELY
10 BUSINESS DAYS AFTER ALL REQUIRED INSPECTIONS.**

99 WEST MAIN STREET PO BOX 9090 SMITHTOWN, NEW YORK 11787