



TOWN OF SMITHTOWN

OFFICE OF THE BUILDING DEPARTMENT

WILLIAM W. WHITE

TOWN OF SMITHTOWN BUILDING DIRECTOR

Tel: (631) 360-7520 Fax: (631) 360-7639

INSTRUCTIONS FOR ARRANGING INSPECTIONS

BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY/COMPLIANCE ALL PERMITS REQUIRE INSPECTIONS

TO REQUEST AN INSPECTION CALL OR E-MAIL THE BUILDING DEPARTMENT

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

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.

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.

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*

E-MAIL THE INSPECTORS

Send E-Mail - Check our Website www.smithtownny.gov for your inspector's E-Mail address

REQUIRED INSPECTIONS

- CONSTRUCTION INSPECTION - BUILDING DEPT
- PLUMBING INSPECTION - BUILDING DEPT
- ELECTRICAL INSPECTION - NY STATE ELECTRICAL UNDERWRITER
- ASSESSMENT INSPECTION - ASSESSOR'S OFFICE

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)

To arrange for an *ASSESSMENT INSPECTION* with the assessor's office call 360-7560.

A CERTIFICATE OF OCCUPANCY/COMPLIANCE WILL BE ISSUED APPROXIMATELY 10 BUSINESS DAYS AFTER ALL THE REQUIRED INSPECTIONS HAVE BEEN COMPLETED.