



## **Inspection Process/Policy**

780 CMR Section 104.4.1 Authorizes Building and other enforcement officials to coordinate their inspections and administrative orders.

Per the above-mentioned code, the following inspections (if applicable) must be conducted, and signed off, **before** the building inspector can be scheduled:

- Conservation
- Electrical
- Fire Department
- Gas / Plumbing
- Health Department
- Water / Sewer Department

➤ *Exclusion: \*\*Solar work requires electrical to inspect last\*\**

Once necessary signatures are obtained, there should be a 24-hour grace period before contacting the Building Inspector, unless documentation can be shown on the permit card that all preliminary inspections have been completed.

The Building Official should only be contacted if all other applicable departments/inspectors have signed off. If the Building Official is scheduled without all completed preliminary inspections a reinspection fee will be charged; see below.

### **PLEASE BE ADVISED:**

**BEFORE ANY INSPECTION IS SCHEDULED, A PRINTED ORIGINAL OF THE BUILDING PERMIT MUST BE ON SITE. IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE A VALID PERMIT IS PRESENT. INABILITY TO DO SO WILL RESULT IN A CANCELED / FAILED INSPECTION AND A REINSPECTION FEE.**

**\*\* Per the City of Leominster Code of Ordinances, Section 4-2.1(c): for reinspection...a fee of fifty dollars per inspection. \*\***