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](http://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.**