



Town of Brookhaven
Long Island

Town of Brookhaven Building Division

Inspection Requirements and Instructions for Obtaining Certificate of Occupancy or Certificate of Compliance for a Residential Addition, Alteration or Improvement

After you receive your permit and upon completion of each construction phase identified below YOU must schedule an inspection with a Building Inspector. YOU must call (631) 451-6333 between 9:00 AM to 4:30 PM, Monday – Friday, to schedule an appointment for an inspection.

- 1) **Footing & Foundation Wall Inspection** - after footing & foundation construction, damp proofing and prior to backfill.
- 2) **Underground Plumbing** - after underground plumbing and water lines have been installed and prior to slab installation.
- 3) **Tie Down/Strapping Inspection** - inspector must see all tie downs and strapping prior to covering.
- 4) **Rough Framing and Plumbing Inspection** - after framing has been completed and all mechanical (plumbing, electrical and HVAC) have been installed. Windows, stairs, & exterior siding must be installed. **Note: Gas line pressure test is required.**
- 5) **Rough Electrical Inspection** - performed prior to installation of drywall: No closed wall inspections (this inspection is performed by an independent agency).
- 6) **Insulation Inspection** - after all insulation is installed and prior to installation of drywall.
- 7) **Final Electrical Inspection** - When all electrical work has been completed (this inspection is performed by an independent agency).
- 8) **Final Building and Plumbing Inspection** - after all construction has been completed.

A Certificate will be issued after all required documents have been submitted to the Building Division. A checklist indicating exactly what documentation will be required will be forwarded to the applicant after the final inspection is completed. Documentation may include, but is not limited to:

- 1) Copy of Final Survey prepared by licensed surveyor, all structures must be labeled with dimensions. The Suffolk County Tax Map Number must be on the survey. Required for the following:
 - A. Construction for which the Board of Zoning Appeals granted a Variance.
 - B. Swimming Pools.
 - C. Construction that extends beyond the original footprint of the building or structure as shown on a current survey, or construction that changes the use of a building or structure or part of a building or structure.
- 2) Original certificate by certified electrical inspector with rough & final inspection dates, the permit # and/or the section-block-lot # entered on the certificate by the issuing company. (Photocopies will not be accepted.)
- 3) May need Solder and Anti-Scald, and Gas Line Supply Certifications.
- 4) Debris Affidavit.
- 5) May need Assessment Certificate.
- 6) If applicable – Department of Environmental Protection, Historic District or Health Department Approval.

All Correspondence must have permit number recorded on documents. Final paperwork for Certificate of Occupancy or Certificate of Compliance should be submitted at one time and must be submitted before the permit expires in order to avoid a renewal fee.

CERTIFICATES WILL ONLY BE PROCESSED AFTER A BUILDING INSPECTOR HAS ISSUED FINAL APPROVAL AND ALL FINAL PAPERWORK IS SUBMITTED TO THE CERTIFICATE OF OCCUPANCY UNIT.

Note: See Reverse side for listing of Inspectors

Certain projects may not require all of the above listing inspections. Contact your assigned Building Inspector if you have any questions regarding the inspection process.