



**Town of Brookhaven
Long Island**

Town of Brookhaven Building Division
**Inspection Requirements and Instructions for Obtaining
Certificate of Occupancy for a New Residence**

After you receive your permit and upon completion of each construction phase identified below YOU must schedule an inspection with a Building Inspector¹. YOU must call (631) 451-6916 between 9:00 AM to 4:30 PM, Monday – Friday, to schedule an appointment for an inspection²

- 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.

Prior to issuance of Certificate of Occupancy; and before the Permit expires; the Building Division must be furnished with the following:

- 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.
- 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. (See reverse side for certified companies)
- 3) Original Certificate of Assessment issued by Tax Assessor
- 4) Final Original Certification Issued by Suffolk County Health Department
- 5) Final Original Certification Issued by Planning Dept. (no copies)
- 6) Final State, County or Town Highway Department approval (when required)
- 7) Final approval from wetlands and/or Historic (when required)
- 8) Debris Affidavit
- 9) Disclosure Affidavit
- 10) HERS Rating Certificate, when applicable--Demonstrating Compliance with Town Code Requirements
- 11) Solder Certification and Anti-Scald Certification
- 12) May need Gas Supply Line Test Certification
- 13) One (1) set of photos (all sides required), of all structures

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

¹ See Reverse side for listing of Inspectors

² Certain projects may not require all of the above listed inspections. Contact your assigned Building Inspection if you have any questions regarding the inspection process.