



# TOWN OF DURHAM

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Building and Code Department

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**Building Inspector** – David Cunningham

**Code Officer** – Len Asaro

**Department Clerk** – Lois Rockefeller

## **FOR ALL PERMITS WHICH REQUIRE THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF COMPLETION:**

It is the responsibility of the applicant that the Building Department receives written approval from the following individuals, agencies, and/or departments prior to occupancy of structure.

- Final electrical inspection by an authorized inspection agency.
- Final inspection letter submitted to the Building Department prior to backfilling of "special" septic systems.
- Final inspection by the Building Department of fireplaces, woodstoves, furnaces, water heaters, or other heat-producing equipment.
- Final inspection by the Building Department when building is completed.

The Building Department will issue a Certificate of Occupancy to an applicant when all the above items have been completed.

**IT IS ILLEGAL TO OCCUPY ANY BUILDING WITHOUT A CERTIFICATE OF OCCUPANCY [IN VIOLATION OF THE LOCAL LAW OF THE TOWN OF DURHAM BUILDING LAW #2 OF 1997 SECTION 7(A)].**

Under normal circumstances, your Certificate of Occupancy document will be prepared within forty-eight (48) hours after completion of all of the above.

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Please be advised that inspections must also be called for at the following intervals:

1. Footings before pour.
2. Foundation after waterproofing, but before backfill.
3. Sewer/septic and water installation (before backfill).
4. Rough frame including plumbing, wiring, and heating, but without insulation.
5. Insulation before sheetrock.
6. Fireplace inspections as required by Building Department.
7. Furnace, water heater, or other heat-producing equipment.
8. Final inspection.

**A FORTY-EIGHT HOUR NOTICE IS REQUIRED TO SCHEDULE ALL INSPECTIONS.**

**Free online Building Codes & interpretations, Code Plan Review forms, energy rating information available at <http://www.dos.ny.gov/DCEA/>**