



INSPECTIONS REQUIRED

Prior to occupancy of a building or addition in Hopkinton

The following inspections are required as a minimum; additional inspections may be necessary. Call for these inspections before proceeding to the next phase. **Building Code Enforcement Officer (783-1509) between 8-12 on Mondays and Wednesdays.**

1. **FOOTINGS** After the forms and reinforcement bars are set and prior to the placement of concrete;
2. **FOUNDATION WALLS** Prior to backfilling;

For new residential and commercial construction, certified plot plans must be on file no later than when requesting a frame inspection. Certified plot plans are required to make sure your structure is within the setbacks of the lot. If your structure is outside the setbacks, you may be required to move the foundation.

3. **TEMPORARY SERVICE ELECTRICAL**
4. **ROUGH FRAMING PRIOR TO INSULATION**
5. **ROUGH ELECTRICAL** Prior to concealment of work;
6. **INSULATION** Including sound as well as thermal insulation, fire stopping, draft stopping. No interior wall finish, i.e., drywall, paneling, etc. shall be in place prior to inspection.
7. **ROUGH PLUMBING** Prior to concealment of work (all underground piping, above ground piping before insulation and wall covering, and sewer connections including sanitary and storm sewers to point of connection)
8. **ROUGH MECHANICAL** Prior to concealment of work
9. **FINAL (ELECTRIC, PLUMBING, MECHANICAL, BUILDING)**

In addition, the following inspections may be required:

Fire/Code Enforcement (Contoocook Fire Station, 9 Pine Street, 746-3181): Life Safety Code, fire prevention requirements.

Planning Department (Town Hall, 330 Main Street, 746-4487): Construction/Site Inspections when required for Planning Board approved projects.

Certificate of Use and Occupancy:

When all applicable inspections have been completed, call the Planning Department so a Certificate of Use and Occupancy (CO) may be prepared. **A 24-HOUR NOTICE IS REQUIRED.** A temporary CO (TCO) may be issued, at the discretion of the Building/Code Enforcement Officer, if minor building or site work items are yet to be completed.

You must have either a temporary or permanent Certificate of Use and Occupancy in your possession before your structure can be occupied