

INSPECTION REQUIREMENTS FOR THE CITY OF MILFORD
BUILDING DIVISION
203.783.3234

INSPECTIONS **MUST** BE CALLED IN AT **MINIMUM 24 HOURS** IN ADVANCE; SCHEDULING OF INSPECTIONS IS AT THE DISCRETION OF THE MILFORD BUILDING DIVISION.

GENERAL CONTRACTOR MUST CALL IN ALL INSPECTIONS FOR ALL SUB-CONTRACTORS. WHEN CALLING FOR INSPECTIONS, YOU MUST HAVE THE FOLLOWING INFORMATION:

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- **ALL APPROPRIATE PERMIT NUMBERS, INCLUDING SUBCONTRACTOR NUMBERS**
 - **ADDRESS OF PROPERTY WHERE WORK IS BEING DONE**
 - **OWNER OF THE PROPERTY (TENANT ALSO, IF COMMERCIAL)**
 - **CONTRACTOR'S NAME**
 - **TYPE OF INSPECTION AND SCOPE OF WORK BEING DONE**
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1. **FOOTING INSPECTION** – No concrete shall be poured for any structure until the forms are inspected and approved by the Milford Building Department.
2. **FOUNDATION WALL REBAR**
3. **FOUNDATION INSPECTION** – No foundation shall be back filled on any structure until an inspection is made and approved by the Milford Building Department.
4. **MECHANICAL FASTENER INSPECTION / SHEATHING**
5. **FRAMING, ROUGH PLUMBING, ROUGH HEATING, ROUGH ELECTRICAL INSPECTION** – No walls shall be enclosed with any materials and no insulation shall be installed until an inspection is made and approved by the Milford Building Department. **NOTE: DECKS AND SIMILAR STRUCTURES REQUIRE A FRAMING/FLASHING INSPECTION.**
6. **INSULATION INSPECTION** – No sheetrock shall be installed until an insulation inspection has been made and approved by the Milford Building Department.
7. **FINAL INSPECTION** – No new structure or addition shall be occupied until a final inspection has been made and approved, and a Certificate of Occupancy has been issued by the Milford Building Department.
8. **When construction is complete, and after the final building inspection**, you must contact the Planning & Zoning Office to obtain a **Certificate of Zoning Compliance**. A Certificate of Occupancy cannot be issued until the Building Inspection Department has received the Certificate of Zoning Compliance.
9. **COMMERCIAL/INDUSTRIAL** – When construction is complete, you must also contact the Fire Marshall and request a final inspection. No Certificate of Occupancy will be issued until the Building Inspection Department has received the Fire Marshall's approval letter.

***THE ABOVE ARE MEANT AS MINIMUM GUIDELINES AND ARE NOT
INCLUSIVE OF ALL REQUIREMENTS.**