TOWN OF EASTCHESTER
BUILDING DEPARTMENT

40 Mill Road
Eastchester, NY 10709
Phone: (914) 771-3317
Fax: (914) 771-3322
eastchester.gov

INSPECTION SCHEDULE AND INSTRUCTIONS FOR ALL CONSTRUCTION SITES

Call the Building Department to schedule an inspection. Do not call individual inspectors on their cell phones.
A minimum of 24-hour notice is required.

1. **APPROVED PLANS** must be on site at all times.
2. **A HIGHWAY PERMIT**, for any work in the Town right-of-way, must be obtained from the Department of Highways before the commencement of work.
3. **FOOTING INSPECTIONS** are required before pouring concrete. All required steel must be installed prior to the inspection (also applies to retaining wall footings).
4. **FOUNDATION WALLS** If poured concrete, a steel inspection is required before the pour. Foundation walls must be inspected upon completion of the installation of footing drains, damp proofing and first floor decking and before backfilling is commenced (also applies to retaining walls).
5. **AS-BUILT FOUNDATION LOCATION SURVEY** is required to be filed in the Building Department and approved by the Building Inspector before framing commences. Said survey shall include all dimensions from the foundation to all lot lines and any other information as may be required.
6. **ROUGH PLUMBING** is required for all new piping inspections. Plumbers must have a Westchester County license. Plumbers must file a plumbing permit application with a schematic drawing for the proposed installation compliant with the New York State Plumbing Code. **Gas installations and modifications** are subject to a pressure integrity test, not less than 3 psig (20 kPa gauge).
7. **ROUGH ELECTRICAL** inspection is required to be obtained from one of the three Town-approved electrical inspection agencies. Electricians must have a Westchester County license. Electricians must file separate electrical applications with the Town and with the approved inspection agency.
8. **ROUGH FRAMING** inspection is required **after** the rough plumbing has been installed and rough electrical has passed inspection and all HVAC ductwork is complete. Fire stopping must be installed in accordance with current New York State building codes.
9. **INSULATION INSPECTION** is required before sheetrocking or other forms of wall materials are applied.
10. **DUCT TEST** is required for all HVAC ducting outside the building thermal envelope. Third party inspection and certificate are required.
11. **BLOWER DOOR TEST** is required for all **new** dwelling units in accordance with current New York State Residential Code. Third party inspection and certificate are required.
12. **FINAL AS-BUILT SURVEY** (when required) must be filed **before** a final inspection will be conducted. In addition, any changes from the original approved plans must be provided to the Building Department, signed and sealed by the registered architect or professional engineer of record.
13. **ELECTRICAL INSPECTION CERTIFICATE** is required **before** the final inspection will be conducted.
14. **SMOKE & CARBON ALARMS** All building permits with interior renovations require installation of smoke & carbon alarms as per current New State Building Codes.
15. **FINAL INSPECTION** is required before the issuance of a Certificate of Occupancy (CO) for new construction, or a Certificate of Compliance (CC) for additions, extensions, conversions, alterations and/or any other work requiring a building permit. **Final plumbing** must be inspected concurrently.
16. **IF A HIGHWAY PERMIT HAS BEEN OBTAINED** for work within the Town right-of-way, full restoration of the Town right-of-way must be completed to the satisfaction of the Superintendent of Highways before the issuance of a CO or CC.
17. **AN APPLICATION FOR A CO OR CC** must be completed, and all associated fees must be paid, after the final inspection has been passed and before the CO or CC will be issued.
18. **NOTIFICATION TO EASTCHESTER FIRE DEPARTMENT** - See attached requirements.

EASTCHESTER FIRE DEPARTMENT
FIRE PREVENTION BUREAU

255 MAIN STREET
EASTCHESTER, NY 10709
(914) 723-2784
FAX (914) 723-2764

PROCEDURE FOR ALL CONRACTORS WHO WILL BE PERFORMING TORCH-APPLIED ROOF WORK, WELDING, SOLDERING, CUTTING OR OTHER HOT WORK.

The Eastchester Fire Department must be notified at (914) 723-2784 a minimum of 48 hours prior to the start of work so that an inspection of the work area can be scheduled.

The contractor is responsible for assuring that the work being performed and the work area complies with the current Fire Code of New York State, (FCNYS). If the provisions of the FCNYS are not met, the job will be stopped or delayed until code compliance is obtained.

Some of these requirements are listed below, but all of the requirements of the FCNYS must be met during the completion of the project:

- At least one portable fire extinguisher with a minimum rating of 2A:20BC must be located within 30 feet of the work area.

- A fire watch trained in the use of fire extinguishers must be provided during the work and for a minimum of minutes after the completion of the job.

- All combustibles in the work area should either be removed or protected from possible ignition.

If there are any questions concerning the above procedures, contact the Eastchester Fire Department at (914) 723-2784.

4 January 2024