



## **Town of Newport Inspection Procedures**

Effective January 1, 2021

### **Inspections requests:**

Inspection requests will need to be made at least one day prior to the requested inspection.

When requesting an inspection, the following information will need to be provided:

- a) Permit number;
- b) Site address;
- c) Type of inspection being requested; and
- d) Name and contact number.

### **The following inspections may be requested as am/pm inspections:**

- a) **Concrete inspections:** Contractors may request am or pm for concrete inspections. If the Building Inspector is unable to honor the request, the Contractor will be called.
- b) **Electrical Inspections:** Contractors may call to request am/pm for an electrical inspection when restoring power back to a customer.
- c) **Plumbing Inspections:** Contractors may call to request am/pm for a plumbing inspection when dealing with freezing weather.

### **Mechanical change outs:**

Contractors requesting a mechanical change out inspection will need to provide the name and phone number for the person who will be meeting the inspector on site. The inspector will contact the person the morning of the requested inspection to provide a time frame as to when the inspector will arrive. If no answer, a message will be left with the time frame. If no one is on site when the inspector arrives, a re-inspection fee will be charged per the most recent Town of Newport fee schedule.

### **Inspections that are not or will not be ready**

Contractors are asked to call if the work for the requested inspection is not ready. If the Building Inspector arrives to a job and the work is not ready, the contractor will be charged a re-inspection fee per the most recent Town of Newport fee schedule.

### **Multiple calls for same inspection**

The General Contractor must call in all inspection requests for their jobs, including inspections for their subcontractors.

### **Sealed Truss & LVL Paperwork/Building Plans On-Site**

The following paperwork must be on-site at the time of the rough-in inspections:

- a) Sealed truss & LVL paperwork;
- b) Layout drawings;
- c) Floor plans; and
- d) Flood elevation certificate, if applicable.

### **Re-inspection Fees**

A re-inspection fee will be charged per trade for a return visit on the same inspection in accordance with the most recent Town of Newport fee schedule.