



## TOWN OF HOPEDALE

78 Hopedale Street - P.O. Box 7  
Hopedale, Massachusetts 01747

Building Department

Tel: 508-634-2203 x 216 Fax: 508-634-2200

### INSPECTION PROCESS FOR A FINISHED BASEMENT

The following is a guideline to help the homeowner/contractor through the inspection process on a finished basement.

Make sure your Permit Card is hanging in sight for the Inspectors to be able to sign when inspections are complete.

If you have completed the work you must call for the inspections, if you have hired a Licensed Professional, they must call and request their own inspections.

I. Complete the Rough installation of the following:

- a. Framing
- b. Rough Wiring - May be completed by Homeowner or Licensed Electrician with separate Permit - IF APPLICABLE.
- c. Rough Plumbing - Must be completed by Licensed Plumber Only with separate Permit - IF APPLICABLE.
- d. Rough Gas - Must be completed by Licensed Plumber Only with separate Permit - IF APPLICABLE

2. Call for the Rough Inspections - Wiring, Plumbing and Gas (If Applicable)

- a. These inspectors must sign the Permit Card, before you install your insulation. They may inspect and sign in any order.

3. Complete installation of the Insulation.

4. Call for the Frame and Insulation Inspection (they are both completed at the same time)

5. Call for your Final Inspections when work is completed.

- a. Final Wiring - IF APPLICABLE.
- b. Final Plumbing - IF APPLICABLE.
- c. Final Gas - IF APPLICABLE
- d. Final Fire Dept. IF APPLICABLE

6. Call for Final Building Inspection

- a. Only When Wiring, Plumbing, Gas AND Fire Dept. (If Applicable) have been sign off.
- b. Please have the Permit Card available; the Building Inspector will sign off on Permit Card.