

**TOWN OF BRANFORD
BUILDING DEPARTMENT
P.O. BOX 150, 1019 MAIN STREET
BRANFORD, CT. 06405
Phone 203-315-0674
• Fax 203-315-2188**

Building Inspection Process

- 1) **Soil/Footing Inspection**: Set forms and required reinforcement. Call for inspection prior to pouring concrete.
- 2) **Foundation Inspection**: Set forms and required reinforcement. Call for inspection prior to pouring concrete.
- 3) **Backfill**: Install or apply footing drains, tar membrane, waterproofing, and/or insulation, if applicable. Call for inspection prior to backfilling.
- 4) **Slab**-Install vapor barrier or Soil-gas-retarder over approved base material, Radon preparation piping if applicable Call for inspection prior to placing concrete
- 5) **Rough Plumbing/HVAC/Electrical** : Set all required tests on plumbing system.
- 6) **Framing Inspection**: Call for inspection only after plumbing/HVAC/electrical rough inspections have been approved. All firestopping components completed.
- 6) **Insulation Inspection**: Call for inspection prior to sheetrocking.
- 7) **Acoustical Ceiling Inspection**: required by all trades.
- 8) **Final Plumbing/HVAC/Electrical**
- 9) **Final Building Inspection**

Call 24-48 hours in advance for all inspections

PERMIT NUMBERS REQUIRED WHEN REQUESTING AN INSPECTION

All inspections must be scheduled with Building Department Personnel. No requests will be accepted by voice mail.

*This list is not necessarily all inclusive.
Additional inspections and/or documentation may be required per the
Special Inspection requirements of the Connecticut Building Code.*

Procedure for Obtaining a Certificate of Occupancy

All departmental final inspections are to be approved. This also includes any other town departmental approvals, if applicable.

Revised estimates (actual costs) are to be submitted if scope of original construction has changed. Cost shall be listed for each trade.

Pursuant to Sec. 29-265, C.G.S., No building or structure shall be occupied or used in whole or part until a certificate of occupancy has been issued.

Fees

A fee of \$18.00 shall cover work costing up to \$1,000.00 with a fee of \$12.00 for each additional \$1,000.00 or fraction thereof. Additionally a State mandated education fee of \$.26 per \$1000.00 value of construction is applicable. A fee of \$2.20 per sheet will be assessed for drawings received for sizes of 11"x17" to a maximum size of 30" x 42" and \$.20 per page for all necessary documentation printed on 8.5" X 11" for scanning, indexing and filming such documents to meet the requirements of the States M-10 retention requirements.