



Town of Charlton

www.townofcharlton.net

**BUILDING COMMISSIONER
ZONING ENFORCEMENT OFFICER**

**37 MAIN STREET
CHARLTON, MA 01507
508-248-2241
FAX: 508-248-2373**

Schedule of Building Inspections

For building inspections call 508-248-2241

For electrical inspections call 508-728-8811
For plumbing and gas inspections call 508-248-5277
For Fire Department inspections call 508-248-2299

The following are the minimum inspections required by the Town of Charlton Building Commissioner, set for under the authority of the Massachusetts State Building Code 780 CMR [Section 115.2](#). Additional, combining or reduced inspections may be permitted by the inspectors depending on the project.

This office performs inspections on first called first on the list bases; **48-hour notice is required for all inspections**. Inspections are performed in the following time windows; 9AM to Noon and 1PM to 330PM, the order (time) of the actual inspection is determined by the best travel route for the inspector. Inspections are not performed on Friday afternoons, weekends or holidays.

The house number must be clearly visible on the building from the street or posted at the end of the driveway and on the building for all inspections.

Adequate access to the site, structure and between floors of the structure must be provided, if in the inspector opinion the site and or structure are unsafe or inaccessible the inspection will not be performed.

Complete all the requirements in each step before scheduling an inspection for that step.
As-built plan of the foundations must be completed by a Massachusetts Registered surveyor and attached to the permit at the time of frame inspection.

1) Foundations, Frost Walls, Sono Tubes:

Foundations with basement space, after the ties have been broken off **both sides** and the outside holes sealed. Damp proofing or water proofing, footing drains, stone and filter fabric must be in place.

Frost Walls before backfilling, areas maybe backfilled one side only, to facilitate the installation of drain for full foundations.

Sono tubes, after the tubes and spread footings (if required) have been set, prior to pouring cement in them. If sono tubes located on solid ledge 2 pieces of ½" rerod must be doweled into the ledge.

2) Fire Place:

Fire box with damper set, required thickness and fill for back of firebox, separation of addition flues passing through rear of fire place, required separation to combatable materials maintained.

3) Framing:

Framing is completed, including the installation of joist hangers, tie downs for rafters, trusses, lally columns and structural steel installed. The building must be weather tight, roofing and siding is finished, all trades that may drill, cut or notch any portion of the structure must be finished with their work. Electrical and plumbing inspectors must have signed off, if appropriate.

Firestopping ([780 CMR § 3606.2.7](#)) and caulking must be complete, use ASTM-E-136 rated caulking, ½” sheetrock, 2” nominal lumber, ¾” plywood are acceptable, fiberglass insulation tightly packed only around piping penetrations may be used. Firestopping shall close off all concealed spaces and penetrations between; walls, soffits, ceiling, floor cavities must be sealed, including tub and shower traps, duct penetrations between wall and floor cavities, top and bottom of chases at floor and ceiling level, the areas around internal chimney and fireplace openings in the framing.

Vent hoses or ductwork for bathrooms must be installed and terminate outside the building with proper caps.

4) Insulation

Before wall or ceiling coverings are installed over any concealed spaces; insulation, vapor barriers, ventilation chutes, end of joist blockers must be installed.

5) Final Inspection

The Building Commissioner or Inspector will do a final inspection only after the following Departments have signed off, if appropriate: Electrical, Plumbing and Gas, Fire Department, Highway Department, Board of Health and the Assessors Office.

All work must be complete including; stairways, decks, porches or egress landings, with appropriate handrails and or guardrails. Stairways in retaining walls that are over 4 feet in height (building permit required) or a part of the egress path to the street will have appropriate handrails and guardrails. Handrail are required for 3 or more rises, guard rails are required for more than 30” difference in grade ([780 CMR § 3603.14](#)) Exterior grade will slope away from the structure a minimum of ½” per foot for 6’ from the building.

Failure to be prepared for an inspection or violation of any section of the building code will result in the assessment and payment of a reinspection fee of \$35.00 and the rescheduling of the inspection.

If no inspection has been performed for more than six (6) months and an extension has not been granted in writing the permit may be voided by the Building Commissioner.

CERTIFICATE OF OCCUPANCY must be obtained before the Building is used or OCCUPIED. Failure to obtain the a Certificate of Occupancy is violation of the Building Code and punishable by a fine of \$1000.00 or imprisonment of one year ([780 CMR § 118.4](#)).