

**TOWN OF DELAWARE**  
**Building Department**  
104 Main Street, PO Box 129  
Hortonville, New York 12745  
Phone: 845/887-5250 x2 FAX: 845/887-5228

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TO:            Holders of Building Permits

- ☐ 1. All structures will be subject to inspection at the following stages of construction:
- a. Before pouring footings or piers -- forms in place and ready to pour.
  - b. Before pouring foundation walls -- forms in place and ready to pour.
  - c. Before backfilling foundations -- foundation coating or parging applied and drains in place. Bracing or sub-floor in place.
  - d. Slab inspection.
  - e. Before closing in framing -- framing complete and roof on, rough wiring in and inspected, and rough plumbing done and pressure tested. No insulation, sheet-rock or any other interior wall covering in place.
  - f. Insulation inspection.
  - g. Electrical inspections will be performed by a Certified Electrical Inspector.
  - h. Certificate of Elec. Inspection will be required before a Certificate of Occupancy can be issued.
  - i. Final inspection at completion of structure.
- ☐ 2. It will be the **RESPONSIBILITY OF THE PERMIT HOLDER** to notify the Building Inspector at the above stages of progress and call for inspections. **Failure** to call for inspections at above stages of construction **MAY** necessitate the uncovering or opening up of the uninspected items.
- ☐ 3. **No structure or dwelling may be occupied until all State and Local Code requirements have been met, and a Certificate of Occupancy has been issued.**
- ☐ 4. **Permits are valid for one (1) year, and then have to be renewed.**

By signing below, applicant is certifying that he/she has read and understood the above.

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date-----