



Dominick Pangallo
Mayor

City of Salem Building Department

98 Washington Street, 2nd Floor
Salem, MA 01970
978-745-9595 Ext. 42200

Stavroula Orfanos
Building Commissioner
Director of Inspectional Services

Permit Contact Sheet

*(Inspections are to be scheduled by **calling** the appropriate Inspector or Department)*

It shall be the responsibility of the permit holder (owner or contractor) to contact the inspector when the work has progressed to the point of needing an inspection.

Key Inspection Points

- ❖ **EXCAVATION:** Inspector to observe soil types; groundwater elevation, temporary shoring, and site safety.
- ❖ **FOUNDATION:** Inspector to observe the location, size and shape, width, reinforcing, height of unbalanced fill, fireplace jog, ventilation, damp-proofing/waterproofing, foundation drainage, and either first floor framing in place or proper bracing before back-fill.
- ❖ **FRAME:** Call after all framing is in place and sub-trades have finished cutting, drilling, and notching. Inspector to observe species and grade, spans, connections, cutting and notching, and fire stopping. Call after inspection and sign-off from sub-trade inspectors).
- ❖ **SUB-TRADE INSPECTIONS:** Call appropriate inspector for individual inspections including, but not limited to: Plumbing, Gas, Electrical, Oil Burner.
- ❖ **FIREPLACE/CHIMNEY:** Call following completion of firebox, throat and first flue set.
- ❖ **INSULATION:** After insulation is in place—inspector to observe insulation type, vapor barrier, and R-Values.
- ❖ **MECHANICAL:** Inspection of duct installation (for type and fastening), furnace plenum, hydronic piping, wood and pellet stoves, dryer vents, bath exhaust fans, heat pumps, etc.
- ❖ **FINISH:** Call after sub-trade inspectors have signed for final approvals and building, or parts thereof, are ready for occupancy and/or use.

Contact Telephone Numbers

INSPECTION SERVICE	INSPECTORS NAME	CONTACT PHONE NUMBER
BUILDING INSPECTION		978-619-5641 or 978-619-5643
ELECTRICAL INSPECTION		978-745-6300
GAS INSPECTION		978-619-5639 or 979-619-5641
PLUMBING INSPECTION		978-619-5639 or 978-619-5641
OIL BURNER INSPECTION		978-745-7777
FIRE DEPARTMENT INSPECTION		978-745-7777
CONSERVATION COMMISSION		978-619-5685
HISTORIC COMMISSION		978-619-5688 or 978-619-5685
DIG SAFE		811 or 888-344-7233

