



**City of Gardner**  
**Department of Inspectional Services**  
**115 Pleasant Street**  
**Gardner, MA 01440**  
**(978) 630-4007 • Fax (978) 632-3313**

---

## Flow Chart for One and Two-Family Home Construction

- (1) Visit the Building Department and pick up a Building Permit Application, Insurance Affidavit and Sign-Off Sheet.
- (2) After filling out the Building Application and Insurance Affidavit, combine with two plans of the structure to be built (to include location of smoke detectors and oil fill and vent pipes if applicable), one copy of the energy audit completed on the structure (appendix J—780 CMR). Also included should be any specifications on beams or trusses.
- (3) With the paperwork mentioned above in hand, visit the office of the City Engineer, #1 on your sign-off sheet and obtain the signature required. Repeat this process with each box (excluding #'s 6 & 9) until complete. The building department can complete this process for you, but in many cases this will extend your waiting time thirty days.
- (4) Once all signatures are in place, bring all the paper work mentioned in #2 to the Building Department and submit to be reviewed. If no problems arise, this process is completed in less than a week and a building permit is issued.
- (5) Permit in hand, the construction process may begin. The Inspection Sequence is as follows.
  - Footings - Once poured and stripped, call for inspection BEFORE backfill.
  - Foundation Wall - Once poured, stripped, moisture proofed, with drainage pipe in place, stone covered to code and silt cloth installed, as well as tail off. Call for inspection BEFORE backfill.
  - Rough Frame - Once fully framed, roof and windows in place, and fully weather tight, and plumbing and electrical rough sign offs are in place, you are ready to call for rough frame inspection. If a fireplace has been installed, inspection for exterior combustion air, and clearance to flammables will also be completed.
  - Insulation Inspection - After all insulation and vapor barrier, as well as ventilation has been installed, call for insulation inspection.
- (6) Final Approval - All signatures above the Building Inspector on the final approval section of your building permit must in place prior to calling for final inspection. A ladder to the attic must be present, and all work must be completed. If all is in order a Certificate of Occupancy will be issued within twenty four hours of inspection.