

# Building Department

CITY OF AUBURN, NEW YORK  
24 South Street, Auburn, New York 13021  
Phone: 315.255.4110 Fax: 315.255.4188

## Building Department Inspection Process

1. **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. **Sheathing Inspection**: Prior to roofing and siding, call for inspection. This inspection may also be used as a preliminary framing inspection.
5. **Rough Plumbing/HVAC**
6. **Framing Inspection**: Call for inspection only after plumbing/HVAC/electrical rough inspection have been approved. All firestopping components *shall* be installed.
7. **Insulation Inspection**: Call for inspection prior to sheetrocking.
8. **Pre-demo termination of sewer connection**: call for inspection after sewer line is capped and before being covered
9. **Final Plumbing/HVAC**
10. **Final Building Inspection**

*Call 48 hours in advance for all inspections.*

*This list is not necessarily all inclusive.*

*Additional inspections and/or documentation may be required per  
the requirement of the  
New York State Building Code*

**Procedure for Obtaining a Certificate of Occupancy: All departmental final inspections are to be approved. This also includes any other city departmental approvals, if applicable.**