

TOWN OF CLARKSON
TOWN BOARD MEETING
November 26, 2019

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, November 26, 2019 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 6:00 PM.

PRESENT:

Christa Filipowicz	Supervisor
Allan Hoy	Councilperson
Patrick Didas	Councilperson
Jackie Smith	Councilperson
Leslie Zink	Councilperson
** Sharon Mattison	Town Clerk
Robert Viscardi	Highway Superintendent
Richard Olson	Attorney for the Town

ALSO:

Elizabeth Spencer	Assessor
Kevin Moore	Building Inspector
Katharine Kemp	Deputy Town Clerk
**excused	

Supervisor Filipowicz opened the meeting. Katharine Kemp, Deputy Town Clerk led those present in the Pledge of Allegiance. A moment of silence was observed for those serving in the military and our First Responders as well as the passing of R. Olson's brother. R. Viscardi is traveling from Buffalo and will join the meeting when he returns.

OPEN FORUM

No one spoke.

PUBLIC HEARING; Local Law #3-2019

Supervisor Filipowicz opened the public hearing regarding Local Law #3-2019 - Dog Licensing and Control. Councilperson Hoy was a member of the committee who reviewed the original law. He stated that this is a modification of the original law where definitions were added for foster dogs, registered animal adoption organizations. J. Ruscio asked if we have a rescue organization in Clarkson. Supervisor Filipowicz responded that we know of two families who are formally recognized as rescue/foster homes.

No one else spoke.

RESOLUTION #240
CLOSE PUBLIC HEARING

Introduced by Councilperson Didas
Seconded by Councilperson Hoy
To close the public hearing on Local Law #3-2019.

VOTE OF THE BOARD

Ayes: Supervisor Filipowicz, Councilperson, Hoy, Didas, Smith and Zink
NAYS: None

RESOLUTION #241
SEQR FOR LOCAL LAW #3-2019; DOG LICENSING AND CONTROL

Introduced by Councilperson Hoy
Seconded by Councilperson Smith

SEQR FOR LOCAL LAW #3-2019
TOWN OF CLARKSON, MONROE COUNTY

WHEREAS, the Town Board has before it a proposed Local Law #3 of 2019 to amend the Town of Clarkson's "Dog Licensing and Control Law of the Town of Clarkson" as codified in Chapter 56 of the Clarkson Code; and

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WHEREAS, in order to adopt said Local Law, the Town Board of the Town of Clarkson must comply with SEQR;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson classifies this as a Negative Type 2 Action and makes a determination of no significant environmental impact.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas Smith, and Zink

NAYS: None

RESOLUTION #242**ADOPTING LOCAL LAW #3-2019; A LOCAL LAW TO AMEND THE TOWN OF CLARKSON'S "DOG LICENSING AND CONTROL LAW OF THE TOWN OF CLARKSON"**

Introduced by Councilperson Hoy

Seconded by Councilperson Zink

WHEREAS, the Town Board has before it a Local Law entitled " Local Law #3-2019 "A local law to amend the Town of Clarkson's "Dog Licensing and Control Law of the Town of Clarkson" which, if adopted, will restrict the number of dogs per household to three dogs, and permits dogs to be exempt from this restriction if they are duly licensed no later than September 1, 2019. It also amends the redemption period and notice provisions for dogs that have been abandoned or seized; and

WHEREAS, the Town Board has, pursuant to law, held public hearings to consider said proposed Local Law; and

WHEREAS, this action was classified as a Type 2 Action under the State Environmental Quality Review Act and the Town Board made a finding of no significant environmental impact and adopted a negative declaration; and

WHEREAS, the notice of this hearing was duly published and posted as required by law;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board of the Town of Clarkson hereby enacts Local Law #1-2019 "A local law to amend the Town of Clarkson's "Dog Licensing and Control Law of the Town of Clarkson""

Section 2. That the Town Clerk is ordered to publish a legal notice indicating the adoption of this Local Law and to file a copy of this Local Law with New York State.

Section 3. That this Local Law shall take effect immediately.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

***see attached copy of Local Law #3-2019**

CLARKSON RENEWABLES, LLC

Mike Cucchiara of Nexamp and Christopher Knox of Crawford & Associates Engineering, P.C. presented a proposal for a community solar ground-mounted array (CSA) on the west side of Lake Road about one-half mile north of the roundabout. This property is owned by Richard Booth. It is an 87.5 acre parcel, but the array would only cover 34 acres. It would be a 5 megawatt capacity system. Current land use is agricultural. There would be a "farm style" perimeter fence.

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They have already received approval from the Army Corp of Engineers, DEC, National Grid and the DOT. Their design team will work with the Town and area residents to address any concerns they may have. Some areas outside the fence may still be used for agricultural purposes, but the immediate areas will be maintained by the project team (seeded and mowed). Dense woods are already in place around the perimeter. The panels will be 750 to 800 feet from Lake Road. They have a monitoring system in place to track any issues that could arise. A lengthy question and answer session ensued. SEQR determination and 239 will be required.

RESOLUTION #243
APPROVE TOWN BOARD AS SEQR LEAD AGENCY
CLARKSON RENEWABLES, LLC

PRESENT: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

ABSENT: None

Introduced by Councilperson Didas

Seconded by Councilperson Hoy

WHEREAS, Clarkson Renewables, LLC has made application to the Town of Clarkson to rezone property located at Lake Road (parcel 053.04-1-6) and construct a 5 MW community solar development; and

WHEREAS, to be developed as proposed, the project will require rezoning of the parcel as a Solar Energy Overlay District; and

WHEREAS, a Full Environmental Assessment Form (FEAF) has been prepared and presented to this board by Crawford & Associates Engineering, PC; and

WHEREAS, the Town Board determines that The Project is subject to the State Environmental Quality Review Act (SEQRA); and

WHEREAS, The Project is classified as a Type I action pursuant to SEQR; and

WHEREAS, the FEAF lists potentially involved and interested agencies; and

WHEREAS, the Town Board of the Town of Clarkson wishes to act as SEQR Lead Agency for the project, therefore, be it

RESOLVED that:

1. The Town Board of the Town of Clarkson hereby declares its intent to act as SEQR Lead Agency for The Project;
2. The Board hereby authorizes and directs the Supervisor to execute the "Notice to Establish Lead Agency" form.
3. The Notice to Establish Lead Agency and appropriate attachments shall be promptly forwarded by the Town Clerk to the involved agencies on the Agency List and appropriate correspondence shall be forwarded to all interested agencies.

The forgoing resolution was put to vote as follows:

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

Adopted 11-26-2019

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RESOLUTION #244
SETTING PUBLIC HEARING
TOWN OF CLARKSON, MONROE COUNTY
CREATION OF A SOLAR ENERGY OVERLAY DISTRICT

PRESENT: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink
 ABSENT: None

Introduced by Councilperson Hoy
 Seconded by Councilperson Smith

WHEREAS, Clarkson Renewables, LLC., Developer and Richard Booth, Owners, in accordance with Chapter 108 of the Clarkson Code “Solar Energy Systems”, have applied to create a Solar Energy Overlay District on approximately 87.5 acres of land located on the west side of Lake Road, south of Ridge Road. The property is zoned Suburban Residential (RS-20); and

WHEREAS, in order to formally consider said application, the Town Board is required to hold and conduct a public hearing thereon;

NOW, THEREFORE, BE IT RESOLVED:

SECTION 1. That the Town Board of the Town of Clarkson shall hold and conduct a Public Hearing on the 14th day of January, 2020 at 6:00 p.m. at the Town Hall, 3710 Lake Road, Town of Clarkson, New York, 14430 to consider the application to create a Solar Energy Overlay District for the following parcels;

SCHEDULE A

Parcel: **053.04-1-6** (Lake Road, Monroe County. Brockport, NY)

Parcel I

ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Clarkson, County of Monroe and State of New York, being part of Lot Number 11 in the 5th Section of Town No. 4 of the Triangular Tract bounded and described as follows: Beginning at a point in the south line of land conveyed by Isaac Palmer and others to Charles Bates and referred to in deed from Morton G. Read and Mary E. Read to Newton B. Hovey dated March 1, 1911 and recorded in the Office of the Monroe County Clerk in Liber 646 of Deeds at page 256, said point being 500 feet distant westerly as measured along said south line from the west line of the Main Lake Road; (1) thence running southerly at right angles to said south line, a distance of 25 feet; (2) thence easterly parallel with said south line to the southerly and partly westerly boundary of the land first above described; (3) thence northwesterly along the said westerly boundary, following one or more courses to the northerly boundary of the land first above mentioned being the south line of land conveyed by Isaac Palmer; (4) thence westerly along said northerly boundary to the point or place of beginning.

Parcel II

ALSO, ALL THAT TRACT OR PARCEL OF LAND, situate in the Town of Clarkson, County of Monroe and State of New York, being part of those two certain lots, part of a large tract of land known by the name of the Triangular Tract and on a map thereof made by Richard M. Stoddard and filed in the Clerk's Office of the County of Genesee are distinguished as Lots Nos. 11 and 12 in the 5th Section of Town No. 4 and running thence north 85 degrees and 15 minutes west, 81 chains and 22 links to a stake and stones on the west line of said lot; thence north 3 degrees east, 11 chains 33 links to a stake in the west line of said Lot No. 12 at the southwest corner of land heretofore conveyed by Isaac Palmer, et al, to Lucy Jane Bates; thence south 86 degrees east, 88 chains and 79 links to the west line of said Lake Road at the northeast corner of land conveyed by John Bowman and wife to Elias B. Holmes and Joseph A. Holmes; thence south 31 degrees 15 minutes west along the west line of said Lake Road, 13 chains and 5 links to the place of beginning. Containing 93.53 acres of land, more or less.

11.26.19**EXCEPTING AND RESERVING FROM THE LAST DESCRIBED PARCEL THE FOLLOWING:**

Premises conveyed by warranty deed recorded in the Monroe County Clerk's Office on October 16, 1959 in Liber 3240 of Deeds at page 313.

Easement recorded December 3, 1959 in Monroe County Clerk's Office in Liber 3249 of Deeds at page 54.

Premises conveyed by warranty deed recorded April 25, 1960 in Monroe County Clerk's Office in Liber 3269 of Deeds at page 252.

Premises conveyed by warranty deed recorded July 29, 1960 in Monroe County Clerk's Office in Liber 3287 of Deeds at page 57.

Premises conveyed by warranty deed recorded September 23, 1960 in. Monroe County Clerk's Office in Liber 3297 of Deeds at page 475.

Premises conveyed by warranty deed recorded October 21, 1960 in Monroe County Clerk's Office in Liber 3303 of Deeds at page 163.

Premises conveyed by correction deed recorded June 1, 1961 in Monroe County Clerk's Office in Liber 3337 of Deeds at page 298.

Premises conveyed by warranty deed recorded July 7, 1961 in Monroe County Clerk's Office in Liber 3344 of Deeds at page 442.

Premises conveyed by warranty deed recorded August 11, 1961 in Monroe County Clerk's Office in Liber 3350 of Deeds at page 505.

Premises conveyed by warranty deed recorded October 24, 1967 in Monroe County Clerk's Office in Liber 3856 of Deeds at page 184.

Premises conveyed by warranty deed recorded November 26, 1968 in Monroe County Clerk's Office in Liber 3948 of Deeds at page 417.

Premises conveyed by warranty deed recorded November 26, 1968 in Monroe County Clerk's Office in Liber 3948 of Deeds at page 419.

Premises conveyed by warranty deed recorded November 25, 1968 in Monroe County Clerk's Office in Liber 3948 of Deeds at page 421.

Premises conveyed by warranty deed recorded November 26, 1968 in Monroe County Clerk's Office in Liber 3948 of Deeds at page 423.

Premises conveyed by warranty deed recorded February 24, 1969 in Monroe County Clerk's Office in Liber 3965 of Deeds at page 378.

Premises conveyed by warranty deed recorded June 6, 1969 in Monroe County Clerk's Office in Liber 3986 of Deeds, page 543.

Premises conveyed by warranty deed recorded June 6, 1969 in Monroe County Clerk's Office in Liber 3986 of Deeds, page 545.

Premises conveyed by warranty deed recorded June 6, 1969 in Monroe County Clerk's Office in Liber 3986 of Deeds, page 547.

Premises conveyed by warranty deed recorded June 6, 1989 in Monroe County Clerk's Office in Liber 3986 of Deeds, page 549.

Premises conveyed by warranty deed recorded June 6, 1969 in Monroe County Clerk's Office in Liber 3986 of Deed, page 551.

Premises conveyed by warranty deed recorded August 2, 1973 in Monroe County Clerk's Office in Liber 4494 of Deeds, page 184.

Easement recorded August 10, 1976 in Monroe County Clerk's Office in Liber 5076 of Deeds, page 15.

Premises conveyed by warranty deed recorded October 19, 1976 in Monroe County Clerk's Office in Liber 5521 of Deeds, page 212.

Premises conveyed by warranty deed recorded November 30, 1978 in Monroe County Clerk's Office in Liber 5542 of Deeds at page 189.

Premises conveyed by warranty deed recorded November 30, 1978 in Monroe County Clerk's Office in Liber 5542 of Deeds, page 191.

Premises conveyed by warranty deed recorded December 18, 1979 in Monroe County Clerk's Office in Liber 5733 of Deeds, Page 236.

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SECTION 2. That the Town Clerk shall cause due notice of such public hearing to be published as required by law.

SECTION 3. That the Town Clerk shall transmit a copy of the application, map, legal description and Environmental Assessment Form to the Town of Clarkson Planning Board and the Town of Clarkson Conservation Board.

SECTION 4. That the Town Clerk shall submit the appropriate papers to the Monroe County Planning Department for review and comment pursuant to the General Municipal Law.

SECTION 5. That this resolution shall take effect immediately.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

RESOLUTION #245**APPOINT SELECTION COMMITTEE MEMBER,****MONIKA W. ANDREWS VOLUNTEER LEADERSHIP AWARD**

Motion by Councilperson Smith

Seconded by Councilperson Didas

To appoint Patricia Galinski of 1493 Lawrence Road, Clarkson to the Monika W. Andrews Volunteer Leadership Award Committee.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

RESOLUTION #246**APPROVE MERIT/STEP INCREASE**

Introduced by Councilperson Hoy

Seconded by Councilperson Zink

To authorize merit/step increase as recommended by Highway Superintendent, Viscardi, upon the completion of satisfactory six-month review for Robert Wilson, MEO, start: 5-20-19; 1st review 2-step increase from Start Step @\$18.11 to Step 2 @ \$18.65, retroactive to pay period starting 11-10-19.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons hoy, Didas, Smith and Zink

NAYS: None

RESOLUTION #247**APPROVE RE-INSPECTION LIST FOR BUILDING DEPARTMENT**

Introduced by Councilperson Didas

Seconded by Councilperson Smith

To approve a *Construction Inspection Checklist* (attached) prepared by Kevin Moore. Building Inspector. He often has to visit sites multiple times for inspection purposes and the Town does not have a policy in place to charge for this additional time. One minor change was made to the checklist per R. Olson.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

GOOD NEIGHBOR DAY 2020

Supervisor Filipowicz suggested August 22, 2020 for Good Neighbor Day. Town Board members agreed.

STORMWATER COALITION INTERMUNICIPAL AGREEMENT

This will be discussed at the December 10, 2019 meeting.

11.26.19

RESOLUTION #248
APPROVE LIBERTY COVE SIDEWALK DISTRICT

Introduced by Councilperson Didas

Seconded by Councilperson Hoy

To approve the resolution for the Liberty Cove Sidewalk District, clarifying that it includes sections 1 through 6.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

SUPERVISOR REPORTS

Supervisor Filipowicz reported she submitted the approved budget information to Tim Murphy. Recent heat issues in the Supervisor's office have been resolved. She will hold staff meetings at the Town Hall every two weeks to address any issues in the various departments. Employee health care meeting with Bond will be held on December 6th at the Goodwin Lodge. She is collecting five quotes for the cyber security grant. She will attend a meeting on December 3rd with DOT regarding speed limit and shoulder widths on Sweden Walker Road. The Children's Holiday Party and tree lighting will be on December 13th at 7 p.m. The employee holiday party will be on December 19th at the Goodwin Lodge. She presented a proposal from a Clarkson resident, Tina VanWie for a Clarkson Safety Day in February. This would be held at one of our lodges; the Board was in favor of this event and agreed we would waive the lodge rental fee. Further details were shared on the various proposed activities.

RESOLUTION #249
STANDARD WORK DAY FOR NYS RETIREMENT

Introduced by Councilperson Hoy

Seconded by Councilperson Smith

To approve NYSLRS standard work day and reported resolution for elected and appointed officials.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

TOWN BOARD REPORTS

Councilperson Zink reported that she had spoken with Captain Bell of Zone C and they will be monitoring speeds in various areas in Clarkson as weather permits. She also commented that Dave Maynard is looking for volunteers at the Hamlin Dog Shelter. This information will be shared on the Town Facebook page.

Councilperson Didas reported that the signs for the Veteran's Park were delivered and will be installed at the Park soon.

HIGHWAY SUPERINDENDENT REPORTS

Superintendent Viscardi stated that Highway staff has been working on some drainage projects. He has had the Monroe County prisoners installing snow fences and they should be finished tomorrow. Winter coverage, 24/7, will commence on December 2nd. He reported that his Town vehicle was stolen some time during the evening of November 22nd. A police report was filed and the insurance company was contacted. He offered his sincere apology for this occurrence and said that he would take full responsibility.

RESOLUTION #250
MINUTES

Introduced by Councilperson Smith

Seconded by Councilperson Didas

To approve November 12, 2019 minutes.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, and Zink

NAYS: None

11.26.19

RESOLUTION #251
AUDIT—11-02-2019

Introduced by Councilperson Hoy

Seconded by Councilperson Didas

To authorize payment of audit 11-02-2019 to include the following:

Total \$200,092.46; AA General \$23,356.64; BB General \$6,806.15; DA Highway \$33,197.21; HH Capital Projects \$134,704.28; TA Agency \$2,028.18.

For distribution of checks: Joint Checking #34987 – 35042 (void 35001); Trust & Agency #06042 – 06045.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

RESOLUTION #252
EXECUTIVE SESSION

Motion by Councilperson Didas

Seconded by Councilperson Smith

To enter executive session at 7:06 P.M. to discuss a personnel matter.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

RESOLUTION #253
RETURN TO REGULAR SESSION

Motion by Councilperson Didas

Seconded by Councilperson Smith

To return to regular session at 8:46 P.M.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

RESOLUTION #254
ADJOURNMENT

Introduced by Councilperson Hoy

Seconded by Councilperson Zink

To adjourn the Town Board meeting at 8:48 P.M.

VOTE OF THE BOARD

AYES: Supervisor Filipowicz, Councilpersons Hoy, Didas, Smith and Zink

NAYS: None

Respectfully submitted,

Katharine J. Kemp

Deputy Town Clerk

Approved 12-10-2019

Dog Licensing and Control

Introductory Local Law No. 3 of the year 2019.

A local law to amend the Town of Clarkson's "Dog Licensing and Control Law of the Town of Clarkson".

Be it enacted by the Town Board of the Town of Clarkson.

Section 1. New Matter. Chapter 56 of the Code of the Town of Clarkson entitled "Dog Licensing and Control Law of the Town of Clarkson" is amended by adding the following:

The following definitions are added to §56-4 (B):

"FOSTER DOG– A dog which is 1) owned by a registered animal adoption organization, and 2) duly licensed by the State of New York, and 3) placed in the custody of a foster care parent by said registered animal adoption organization for foster care purposes."

REGISTERED ANIMAL ADOPTION ORGANIZATION– A duly incorporated animal protective association or other duly incorporated animal adoption or rescue organization dedicated to the care of unwanted animals which makes such animals available for adoption and which is exempt from taxes under Internal Revenue Code section 501(c)(3) and which is registered with the New York State Department of Agriculture and Markets under Agriculture and Markets Law Section 408.

Section 2. Repealer. The following provisions of Local Law No. 1 of 2019 of the Town of Clarkson" are repealed:

§_____ Number of Dogs Restricted.

- A. No person or persons living in the same household, living unit, apartment, trailer or other dwelling shall keep or suffer to be kept more than three dogs, six months old or older, at any one time on said premises, excepting herefrom those persons operating an Animal Kennel.
- B. Exemption from Restriction. Any dog duly licensed on or before September 1, 2019 shall be exempt from the aforesaid numerical restriction.

Section 3. New Matter. Chapter 56 of the Code of the Town of Clarkson entitled "Dog Licensing and Control Law of the Town of Clarkson" is amended by adding the following:

§_____ Number of Dogs Restricted.

- A. No person or persons living in the same household, living unit, apartment, trailer or other dwelling shall keep or suffer to be kept more than three dogs, six months old or older, at any one time on said premises, excepting herefrom those persons operating an Animal Kennel.
- B. Exemptions from Restriction.
 - (1) Any dog duly licensed on or before September 1, 2019 shall be exempt from the aforesaid numerical restriction.
 - (2) Up to three foster dogs shall be exempt from the aforesaid numerical restriction.

Section 4. Effective Date.

This Local Law shall take effect upon the date it is filed in the Office of the New York State Secretary of State in accordance with the Municipal Home Rule Law §27.

Construction Inspection

Checklist

Underground /floor

- ☐ Cleanouts (must have two way cleanout within 5' of structure)
- ☐ Pipe grade/slope
- ☐ Leak test
- ☐ Correct fittings
- ☐ Support/shading of pipe
- ☐ Conduit/pipe sizing

Foundation

- ☐ Setbacks – distance to P.L. or slope
- ☐ Footing size per plan
- ☐ Rebar placement & clearance
- ☐ Hold downs & anchor bolts
- ☐ Ufer/Ground Ring
- ☐ Protection of underground pipes and penetrations through slab
- ☐ Soils report/compaction report

Framing

- ☐ Treating sills
- ☐ Anchor bolts spacing
- ☐ Under floor & attic access and ventilation
- ☐ Clearance from earth to framing
- ☐ Trusses installed per plan (truss packet to be approved by city prior to frame inspection)
- ☐ Lateral support of joist and rafters
- ☐ Floor, wall & roof framing, nail plates
- ☐ Notching and boring
- ☐ Exterior & interior shear walls & nailing
- ☐ Roof & floor nail
- ☐ Framing plates and straps
- ☐ Tie downs and shear transfer
- ☐ Fire blocking – vertical & horizontal
- ☐ Stairs – rise and run
- ☐ Egress windows
- ☐ Safety glazing
- ☐ Ceiling height

Plumbing

- ☐ Test for waste and potable water
- ☐ Pressure test gas lines
- ☐ Piping support

Mechanical

- ☐ Duct support & insulation
- ☐ Return, supply & combustion air
- ☐ Vent clearances
- ☐ Furnace

Electrical

- ☐ Temp power
- ☐ Wire size & circuit breakers
- ☐ Grounding Electrode/conductor
- ☐ Grounding & bonding
- ☐ Wire & Conduit support
- ☐ Outlet spacing
- ☐ GFCI/AFCI
- ☐ Lighting controls
- ☐ Light @ exterior door
- ☐ Lighting (efficacy & proper installation)

Insulation

- ☐ Installed per energy calculations
- ☐ Windows, doors, plates & penetrations caulked
- ☐ Ventilation holes and baffles are clear

Sheetrock

- ☐ Type of rock for location (5/8" type X in garage ceiling & under stairs)
- ☐ Screw/nailing
- ☐ No paperback gypsum in wet locations

Lath

- ☐ Securing of wire
- ☐ Lap of wire
- ☐ Window flashing
- ☐ Waterproofing
- ☐ Weep screed clearance
- ☐ Repair holes as needed

Roof

- ☐ In progress inspection
- Final – gutters and downspouts to be installed

Final

- ☐ Site Address
- ☐ Grade slope away from house
- ☐ Vent caps/spark arrestor
- ☐ Trash & debris removed
- ☐ Smoke & carbon monoxide detectors
- ☐ GFCI/AFCI
- ☐ Garage door to house self-closing & solid core
- ☐ Electric panel (sub panels) – labeled, grounded & bonded
- ☐ Guardrails/handrails
- ☐ Tempered/safety glass
- ☐ Water heater – T & P, sediment trap, strapped & bonded
- ☐ Furnace – Strapped, sediment trap, required working space, convenience outlet, lighting
- ☐ Appliances secured/earthquake straps
- ☐ Utilities hooked up and functioning
- ☐ Attic / Crawl space access
- ☐ Walkways & working space for equipment
- ☐ Sealing of base of plumbing fixtures
- ☐ Landings as required
- ☐ Insulate hot water lines
- ☐ Cover plates installed
- ☐ Lighting and all fixtures installed
- ☐ Backflow device @ hose bibs (anti-tamper screws broken off)
- ☐ Construction fences removed
- ☐ Portable toilet(s) removed
- ☐ Trash and debris removed

Signature_____

Notes:

- ☐ When calling for Rough Framing inspection, all mechanical, plumbing, and electrical shall be roughed in prior to inspection.
- ☐ Work being inspected shall be complete prior to inspector's arrival.
- ☐ Job to be walked by contractor and subs prior to inspector's arrival.
- ☐ Special inspections are to be completed prior to inspector arrival – paperwork in hand (if required).
- ☐ Job card and approved building plans to be on site for inspection.
- ☐ Inspection hours are from 8 am to 4 pm. Inspector will call with a 2 hour window. You should plan to be available for full window when scheduling inspection.
- ☐ Rule of thumb – Do not cover anything prior to inspection.

****Failure for any of the above shall result in a re-inspection fee of 75.00****

Inspection Order:

1. Underground – utilities (optional)
2. Forms & footing and/or Slab
3. Underfloor MEPS (if applicable)
4. Exterior Shear/Roof nail
5. Roof in progress
6. Fire sprinkler – if required
7. Rough Combo (Frame, Mech, Elec, plumb)
8. Insulation
9. Sheetrock
10. Shower pan/Interior lath
11. Exterior lath
12. Final

Date_____