

PLEASE TAKE NOTE

INSURANCE

In an effort to protect the citizens of Old Orchard Beach from the liabilities incurred by employing uninsured contractors, and to protect contractors from physical and property damage claims on jobsites, **all permit applications must be accompanied by proof of insurance for all contractors** performing any work at an address in O.O.B. Typical insurance certificates will show "Liability" coverage, and "Workers Compensation" for contractors with hired employees.

Proof of insurance certificates are easily obtained from your insurance agent at no cost and **may be Faxed to 207-934-5911**. The certificates may reference "any and all work performed in Old Orchard Beach" which will cover you for the entire term of your policy and avoid having to call your agent for every job. You may also reference one specific job if you desire, but that will require a new certificate for each additional job.

Please note that homeowners performing work themselves on their own property do not require insurance for that work. Subcontractors must have insurance.

INSPECTIONS

Contractors and/or homeowners are responsible for scheduling the following minimum required inspections for all permitted work for code compliance prior to covering the work. **Call 207-934-5714 Ext. 233 to schedule appointments.**

<u>INSPECTION</u>	<u>WHEN</u>
Footings/Sonotubes	Prior to placing concrete
Foundation	Prior to backfilling
Under Slab Utilities	Prior to backfill & concrete placement
Rough Framing	Prior to insulation & wall enclosure
Rough Plumbing	Prior to insulation & wall enclosure
Rough Electrical	Prior to insulation & wall enclosure
Septic Tank & Field	Bottom of bed prior to system
Septic Tank & Field	Entire system prior to covering
Sitework	During final C. of O. inspection
Final/Certificate of Occupancy	Prior to any occupancy