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CODE ENFORCEMENT DEPT.

BUILDING
PLUMBING
ELECTRICAL
FIRE
ZONING

CONSTRUCTION PERMIT INSPECTION REQUEST

Per the State of New Jersey, *N.J.A.C. 5:23-2.18(c) 1*, the owner or other responsible person in charge of work shall notify the enforcing agency, in writing, when the work is ready for any required inspection specified herein or required by the construction official or appropriate subcode official. This notice shall be given at least 24 hours prior to the time the inspection is desired. This notice shall represent an attestation on the part of the owner, other than single-family owner-occupants performing their own work, or other responsible person in charge of work, that the work has been completed in conformance with the code and is ready for inspection. The request shall be considered received on the next business day after it was sent if the request was sent outside of normal business hours.

1. All of the required information below must be provided including the permit number, worksite address, the requestor's name and phone number.
2. Select all applicable Subcodes and indicate the type of inspection you are requesting.
3. Indicate the inspection date you are requesting.
4. **Note:** The inspection request must be confirmed by the Department staff before it is added to the schedule. Due to scheduling, it may not be the date requested.

PLEASE PRINT CLEARLY

Permit #: _____ Today's Date: _____

Address: _____

Requestor's Name: _____

Phone #: _____ Email: _____

SUBCODE(s): Building _____ Electric _____ Fire _____ Plumbing _____ Mechanical _____

INSPECTION TYPE: _____

CHOOSE YOUR PREFERRED DATES:

1st _____ 2nd _____ 3rd _____

DATE SCHEDULED AND CONFIRMED BY:
