



## INSPECTION NOTICE REQUEST

Per N.J.A.C. 5:23-2.18

To: Borough South Plainfield - Building Department

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Owner/Agent: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Telephone Number \_\_\_\_\_

Permit # \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Work Site Location: \_\_\_\_\_

Type of Inspection being requested:

Subcode: Building Electric Fire Plumbing Mechanical

Type of inspection: \_\_\_\_\_

Date of inspection being requested (list two (2) different dates)

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### NOTICE OF REQUIRED INSPECTIONS REQUEST

Per N.J.A.C. 5:23-2.18(c1,c2), telephone requests or in person requests for required inspections **can no longer be accepted**. Therefore, once work is ready for required inspection, all inspections are to be requested in writing. Requests shall be considered received during the next business day if requests are submitted outside of normal business hours.

Requests **must** include the following information: *who is requesting the inspection, owner/agent name, work site location, permit number, email address, telephone number, block, lot, subcode relating to inspection (building, electric, fire, plumbing, mechanical), type of inspection (footing, slab, roughs, finals etc) and at least two (2) dates for requested inspection. Any information not submitted will delay the request.*

Once received, reviewed and scheduled, confirmation will be returned via email.

Inspectors arrive between the hours of 9 am to 4 pm – Monday through Friday. **NO specific time requests will be accepted.** Someone over the age of 18 is required to be present.

Email request to: **ScheduleMyInspection@southplainfieldnj.com**