



1600 Shore Road, Northfield NJ 08225
construction@cityofnorthfield.org

NEW PROCEDURE, EFFECTIVE MAY 24, 2024

CONSTRUCTION DEPARTMENT INSPECTIONS REQUESTS

- The New Jersey Administrative Code, NJAC 5:23-2-18 (C), requires that all building Inspections must be requested in writing - **we can no longer accept verbal requests.**
- You will need to provide the permit number or address to schedule the inspection.

1. To schedule, please use the **CONSTRUCTION OFFICE PERMIT INSPECTION REQUEST FORM** found on the City website: <https://www.cityofnorthfield.org>; visit City Services, then FORMS
2. The form can be submitted via email to construction@cityofnorthfield.org OR submitted *in person* to the Construction Office (Monday – Friday, 8am-4pm, holidays excluded)

N.J.A.C. 5:23-2.18 (c) Notice for inspection:

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.
2. Inspections shall be performed within three business days, or other such time within 30 days, as agreed upon by the enforcing agency and the owner, agent, or other responsible person in charge of work, of the time for which it was requested. The enforcing agency shall notify the owner, agent, or other responsible person in charge of work when the inspection will be performed within 24 hours of official receipt of the notice. The agreed upon time shall be confirmed, in writing, and sent within normal business hours. The work shall not proceed in a manner which will preclude the inspection until it has been made.



1600 Shore Road, Northfield, NJ 08225
 construction@cityofnorthfield.org
 609-641-2832 ext 141

CONSTRUCTION OFFICE PERMIT INSPECTION REQUEST

Permit Number(s):
Project Address:
Property Owner Name:
Requested By: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor-Name/Company:
Email:

As the *Owner/Contractor/Responsible Agent, with an open Permit at this property, I understand that under the Uniform Construction Code Regulations, inspections are required to take place within three business days of the time for which it was requested. By submitting this inspection request, I agree and acknowledge that there may be times when the Local Enforcing Agency cannot meet that requirement, due to unforeseen circumstances, such as but not limited to, emergencies, sickness, workload, and foul weather. This notice shall represent an attestation that the work has been completed in conformance with the Code and is ready for inspection. I further agree that work shall not proceed in a manner which will preclude the inspection(s) until it has been made.

➤ **Select the applicable Subcode and indicate the inspection type(s) you are requesting.**

<i>Subcode</i>	<i>Inspection Type</i>	<i>Inspection Type</i>	<i>Inspection Type</i>
<input type="checkbox"/> Building			
<input type="checkbox"/> Plumbing			
<input type="checkbox"/> Electrical			
<input type="checkbox"/> Fire			
<input type="checkbox"/> Mechanical/HVAC			

PROVIDE PREFERRED DATES - Plumbing/Mechanical/HVAC must be MON or WED, all others TUE or THURS

1ST _____ **2ND** _____ **3RD** _____

The inspection request must be confirmed by the Construction Office staff before it is added to the schedule.

****Access Code or Key Location, if applicable:** _____

HOW TO SUBMIT THIS FORM

- ❖ Save and Print the Form
- ❖ EMAIL: construction@cityofnorthfield.org
- ❖ IN-PERSON: Deliver to Construction Office, M-F, between 8:00 am – 4:00 pm

Received in Construction Office
 Date: _____
 By: _____
 Scheduled for: _____