

INSTRUCTIONS FOR REQUESTING AN INSPECTION

Instructions:

If you have an open Construction Permit, you can request an inspection. You will need to schedule each subcode (Building, Electric, Mechanical, Plumbing or Fire) separately on the portal. i.e.: Radon has Building and Electric, you need to enter a separate request for Building and Electric inspections. If you are unsure or have any questions, please call 732-536-0200 x 1800 and we will be able to assist you.

Inspections are performed Monday - Friday between 8:00 am & 2:00 pm, and all fire inspections Tuesday – Thursday between 8:00 am and 2:00 pm. *Please indicate any special instructions under "Additional Notes" section on the portal page. You will receive an email confirmation of your assigned date and time. If you don't see the email please check your SPAM/JUNK folder.*

INSPECTIONS CANNOT BE CANCELED VIA THE PORTAL, YOU MUST CALL TO CANCEL 732-536-0200 x 1800

Description:

ONLY SCHEDULE INSPECTIONS WHEN THE WORK IS READY. DO NOT ANTICIPATE. N.J.A.C. 5:23-2.18 (c) 1.

If your inspection is not approved, please reschedule on the portal for a re-inspection when the problems are repaired and the work is ready for re-inspection. *All JOB SET Plans must be kept at the building site for every inspection. N.J.A.C. 5:23-2.16(e)*

After you submit your request you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all of your requests from your [Account Page](#)