

**INSPECTION REQUESTS 24 HOUR NOTICE (MINIMUM) REQUIRED**

Please submit an Inspection Request Form whenever you are requesting an inspection. Deliver the form in person 8:00 am to 3:30 pm or send an email with the completed Inspection Request Form attached to: [shollis@metuchen.com](mailto:shollis@metuchen.com), [jcovey@metuchen.com](mailto:jcovey@metuchen.com) or [mnelson@metuchen.com](mailto:mnelson@metuchen.com).

**INSPECTIONS REQUIRED:**

1. Footings before pour - Protection required during frost!
2. Backfill after parging & tarring foundations up to grade (*This inspection will not be conducted for additions or new dwellings until we receive a foundation location survey – no exceptions*)
3. Slab
4. Open box for decks, first floor new construction, second floor additions
5. Sheathing for roofing and siding
6. Framing - after rough wiring/electrical, fire and/or rough plumbing, if necessary.
7. Insulation - after framing approved.
8. **Finals - Application for Certificate of Occupancy**  
*Electrical, Plumbing, Fire and Building required prior to use and or occupancy. If applicable H.O.W., Freehold Soil, COAH, Zoning and Engineering.*

If you have any questions, please call the Building Department at 732-632-8120, 732-632-8515, 732-632-8554.

Construction Official – John Soltesz

Building SubCode Official/Inspectors – John Soltesz, Robert Latherow  
Field Inspections 3:00 p.m. to completion - Tuesday, Wednesday & Thursday

Plumbing SubCode/Inspectors – John Soltesz, Luigi Chiricolo  
Field Inspections 2:00 p.m. to completion - Tuesday, Wednesday & Thursday

Fire SubCode/Inspector – Robert Latherow  
Field Inspections 3:00 p.m. to completion - Tuesday, Wednesday & Thursday

Electrical SubCode/Inspector – John Arendt, Paul Gadowski  
Field Inspections 1:00 p.m. to completion – Tuesday & Thursday

**PLEASE NOTE:**

*It is the obligation of the Contractor and the Owner to ensure all permits are issued prior to any construction and the above sequence of inspections are followed properly before going on to the next phase. A Certificate of Occupancy is required to be issued after all final inspections and approvals are conducted PRIOR to USE & OCCUPANCY. Failure to comply with the above may result in a penalty of \$500.00 per day in accordance with the N.J. Administrative Code.*

Architect plans (signed and sealed) are required on all commercial structures and multi-family dwellings. The Construction Official shall waive the requirement for sealed plans in the case of a single family, homeowner who has prepared their own plans for construction at their residence, provided the plans are legible and ensuring compliance with the regulations.

Any work involving a retail food establishment must be cleared by the Health Department. Please call 732-632-8504.