

# Building Inspections

When a Building Permit is issued, the work must be inspected throughout the construction process. All inspections will be made by sub code officials. The following inspections must be completed before work may proceed beyond the completed stage:

1. Footing inspection before pouring concrete.
2. Footing bonding: New construction or new electric service with addition.
3. Finished Foundation Certification before you start any framing.
4. Foundation Inspection For All New Construction. *Prior to scheduling a foundation inspection a **foundation location survey** must be submitted by a New Jersey licensed surveyor.*

***The survey shall include:***

- A. Top of Block Elevation (A) flood zone or bottom of lower horizontal member (V) food zone.
  - B. Elevation of average grade inside & outside of block foundation (A) flood zone only.
  - C. Setback to all property lines from foundation and any proposed construction.
5. Under Slab Inspection
    - A. Rough Plumbing & Electric shall be inspected prior to concealment
    - B. All slabs beneath living space shall be inspected for insulation, vapor barrier and reinforcement of concrete.

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6. Plumbing rough, electric service
7. Electric rough, electric service
8. Building & fire rough **after roof height certification. If two stories or more**
9. Insulation and fire stopping **before closing in walls**
10. Shearwall inspection for all partially enclosed structures
11. Sheetrock for all **5A** construction
12. Plumbing final
13. Electric final
14. Building & Fire final
15. *Final survey, elevation certificate, and application for certificate*
16. Special inspections (If required)

**All inspections must be approved before proceeding to the next phase of the project.**

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## **Scheduling an Inspection**

For questions regarding inspections, contact the Construction Department at (609) 266-7600 ext. 262.

Notify the Building Department via fax, e-mail, or in person 24 hours prior to the time the inspection is required.

Inspection requests received prior to **12:00 pm** are normally scheduled the next day available.

Inspections will always be completed within three business days.

An inspection request slip is required for each requested inspection.

## **Certificate of Occupancy**

A Certificate of Occupancy or Certificate of Approval is required for all building projects. Upon completion of the building or structure and passing the final inspection, the applicant must submit an application for a Certificate of Occupancy.

**Note: Final payment to the contractor is not required to be made before a final inspection is performed.** (N.J. Division of Consumer Affairs Rule: N.J.A.C. 13:45A – 16.2(a) 10.ii).

**IT IS UNLAWFUL TO OCCUPY A BUILDING OR STRUCTURE WITHOUT OBTAINING A TEMPORARY CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF OCCUPANCY.**