



Today's Date: \_\_\_\_\_

# INSPECTION REQUEST FORM

## Construction Office

**FORM MUST BE COMPLETE WITH ALL REQUIRED INFORMATION**

Work Site location (address): \_\_\_\_\_

**Permit number (Not Optional) :** \_\_\_\_\_

Owner's name or person responsible for the work: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact person's email: \_\_\_\_\_

Three (3) Choices of Dates: \_\_\_\_\_

Lock Box Code if applicable: \_\_\_\_\_

**Only request an inspection when the work is ready. Do not anticipate!**

Requested Inspection Type **(circle requested subcode(s) and inspection type):**

**Subcode:** Building      Electrical      Fire      Plumbing      Mechanical

**Type of inspection:**

Rough      Footing      Foundation      Frame      Above Ceiling      Slab

Insulation      Pressure Test      Final      Other: \_\_\_\_\_

All inspection requests must be in writing 5:23-2.18(c) at least 24 hours prior to the requested inspection date.

**NO PHONE CALLS!**

Submit this request form to: [constructioninspections@burlingtonNJ.us](mailto:constructioninspections@burlingtonNJ.us)

- Or deliver in person: Construction Dept. 525 High St, Burlington NJ 08016

### HOURS of INSPECTION

**FIRE: Wednesday: between 8:30am – 11:30am Ryan Hofmann: [rhofmann@burlingtonNJ.us](mailto:rhofmann@burlingtonNJ.us)**

**Electrical: Tuesday & Thursday: between 8am – 10am Walter Kennerup: [wkennerup@burlingtonNJ.us](mailto:wkennerup@burlingtonNJ.us)**

**Building, Plumb, & Mech: Mon. - Thurs: between 8am – 2pm**

**Jody Mazeall: [jmazeall@burlingtonNJ.us](mailto:jmazeall@burlingtonNJ.us)**

**We are closed on Friday.**

**Important Information  
On How to Schedule Permit Inspections**

**All inspection requests must be submitted in writing by email or in person.  
NO PHONE CALLS, please!**

**Please send all requests to the email below:  
[constructioninspections@burlingtonNJ.us](mailto:constructioninspections@burlingtonNJ.us)**

**This email address is used to  
schedule permit inspections only.**

**You may also drop this form off in person to:  
City Hall: Construction Department  
525 High Street  
Burlington NJ 08016**

**Thank you,  
City of Burlington  
Construction Department!**