



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 817
TRENTON, NJ 08625-0817

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

CHARLES A. RICHMAN
Commissioner

DIVISION OF CODES AND STANDARDS

MEMORANDUM

TO: Permit Holder/ Permit Applicant

FROM: John N. Terry, Chief, Construction Project Review

DATE: October 28, 2016

SUBJECT: Inspection requests

Effective November 14, 2016, inspection requests will no longer be accepted by telephone. All requests for inspections will be made by emailing dcainspection@dca.nj.gov

Your request should be made in the following format:

(A) In the subject line of the email:

- the permit number;
- the county in which the project is located.

(B) In the body of the email:

- the project name and address;
- the site contact and the site contact's cell phone number;
- the discipline of the requested inspection and the type of inspection (rough, final, or the area the inspection is limited to);
- the desired date of the inspection.

Please provide this information in this format as it will simplify the assignment of the inspection.

I realize this is a new process and there will be some challenges. Ultimately, I believe that this new procedure will streamline the inspection process.

If you have any questions, please feel free to contact me (by email, of course) at john.terry@dca.nj.gov

