



BOROUGH OF GLASSBORO

Construction Department

10 SOUTH POPULAR STREET
GLASSBORO, NEW JERSEY 08028
856 881 8140 (P)
856 863 4690 (F)

INSPECTION REQUEST FORM

Permit Number:
Project Address:
Property Owner Name:
Requested by: ☐ Owner ☐ Contractor– Name or Company:
Email address of requestor:
Phone number of requestor:
Special requests/notes (i.e. lockbox if vacant):

As the Owner/Contractor/Responsible Agent for this property with an open permit, I acknowledge that inspections are required to be conducted within three business days of this request, as per the Uniform Construction Code Regulation 5:23-2-18 (C) . I understand there may be instances when the Local Enforcing Agency cannot meet this timeframe due to unforeseen circumstances such as emergencies, illness, workload, or inclement weather. This notice confirms that the work has been completed in compliance with the Code and is ready for inspection. I also agree that no further work will proceed in a way that would hinder the required inspections until they have been carried out.

Select the applicable Subcode and indicate the inspection type(s) you are requesting:

Subcode	Inspection Type	Inspection Type	Inspection Type
☐ Building			
☐ Plumbing			
☐ Electrical			
☐ Fire			
☐ Mechanical			

Choose your preferred dates (Please see prior page for inspection times and dates):

1st: _____ 2nd: _____ 3rd: _____

Signature: _____

HOW TO SUBMIT THIS FORM

- ◆ EMAIL: CONSTRUCTION@GLASSBORO.ORG
- ◆ IN-PERSON– HOURS ARE 8:30AM-4:30PM

FOR OFFICIAL USE ONLY:

DATE RECEIVED: _____

DATE GIVEN: _____

INITIALS: _____



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CONSTRUCTION PERMITS INFORMATION:

The YELLOW PLACARD MUST BE DISPLAYED somewhere on or in your house **visible** by the road while work is being performed or you could be subject to a fine.

It's the Homeowner(s) responsibility to call the Borough of Glassboro to set up an inspection(s) for the work being performed as listed on their permit. See times listed below:

- **Building:** Tuesday, Wednesday and Thursday
(12:30 pm through 3:30 pm)
- **Electrical:** Tuesday and Thursday
(9:00 am through 2:00 pm)
- **Fire** Monday, Tuesday, Wednesday, and Thursday
(7:00 am through 12:00 pm)
- **Plumbing** Tuesday and Thursday
(10:30 am through 2:30 pm)

Per the Uniform Construction Code Regulation 5:23-2-18 (C), all inspection requests must be in writing. Please utilize the following methods to request inspections:

- **Email:** Construction@glassboro.org utilizing the Inspection Request form
- **In Person:** Utilizing the Inspection Request form
- **SDL:** Use the SDL Portal to request inspections. Once received, you will get an email back confirming the date of your inspection. Please use below QR Code to be taken to SDL's website.



Please Note:

- All Inspections must be requested at least 24 hours prior to the request. Please make sure all work is complete before scheduling your inspection(s).
- Please note any special requests such as lockboxes. Please note that lockboxes can only be used if the home is vacant.

Please contact Terri Fanfarillo or Trish Pickard with any questions at the phone number listed above or via email at Construction@glassboro.org.