

TOWNSHIP OF LAWRENCE
2207 Lawrence Road, Lawrence NJ 08648
(609) 844-7056

INSTRUCTIONS FOR REQUESTING INSPECTIONS – CONTRACTORS AND HOMEOWNERS

1. When scheduling inspections, please have the following information: PERMIT NUMBER, BLOCK AND LOT, and JOB NAME AND JOB LOCATION: **REQUIRED PLANS MUST BE KEPT ON-SITE FOR INSPECTIONS.**

INSPECTION REQUESTS WILL BE TAKEN ONLY BETWEEN 8:30 A.M. & 3:30 P.M., MONDAY THROUGH FRIDAY.

NOTE; APPROVED INSPECTION TIMES: 9:00 A.M. TO 12:00 P.M. AND 1:00 P.M. TO 3:30 P.M.

2. **CANCELLATIONS:** Please call for cancellations between 8:30 a.m. and 9:00 a.m.
3. **REQUIRED INSPECTIONS:** Please adhere to advanced notice periods indicated below:

FOOTING: Exposed exterior footing inspections BEFORE the actual pour. Please try to contact this office at least two (2) days in advanced for this inspection.

FOUNDATION LOCATION SURVEY FOR NEW STRUCTURES: Zoning Officer approval required prior to foundation inspection FOR NEW RESIDENTIAL BUILDING.

BUILDING, PLUMBING, ELECTRIC, MECHANICAL AND FIRE: Please call three (3) days in advanced. EXCEPTIONS: Open trenches or emergency work.

OTHER REQUIRED INSPECTIONS – THREE (3) DAY NOTICE

UNDERSLAB: Plumbing, Electrical, Building, Radon or Plumbing Drains.

SLAB: Concrete below or above grade.

FOUNDATIONS: a. Concrete foundations/forms: inspection required prior to placement of concrete.
b. Block foundations: med-way inspection is required.
c. Rebars, masonry reinforcement, metal tiedowns, etc., required.

OPEN DECK: Prior to placement of subfloor.

TRACK: To floor, walls, or roof for sunrooms prior to panel installation.

BACKFILL: Required inspection of damp-proofing, exterior/perimeter drains, etc.

SHEATHING: Exterior of building – roof and walls.

ROUGH ELECTRIC, PLUMBING, and MECHANICAL: Completed prior to framing inspection.

FRAMING: All structural framing prior to covering with finish or infill material plus above=ceiling and grid inspection. Special inspections & **CHECKLIST** required wood framing for both residential and commercial structures, Additions & new buildings.

INSULATION: Energy or insulation inspection.

CHIMNEY/FIREPLACE: Smoke chamber clearance.

FIRE ALARM SYSTEMS AND SPRINKLER TESTS: call Steve McDermott, Fire Subcode Official, at (609) 844-7024

FINAL CERTIFICATE OF OCCUPANCY, APPROVAL OR CONTINUES OCCUPANCY: All final inspections must be approved.

Call three (3) days in advanced.

PRIOR APPROVALS: Applicant shall be aware that other approvals may be necessary before an Occupancy Permit can be issued, such as Zoning, Engineering, Health, Community Development, Assessor, Historical, etc.

NOTE: IT IS A LAW THAT NO FINAL PAYMENT BE MADE BY HOMEOWNERS TO CONTRACTORS UNTIL AFTER THE ISSUANCE OF A CERTIFICATE BY THE TOWNSHIP (OWNER RESPONSIBLE FOR FINAL INSPECTION).

NOTE: OTHER INSPECTIONS MAY BE REQUIRED DEPENDING UPON THE SCOPE OF THE PROJECT. PLEASE CONTACT THIS OFFICE IF YOU SHOULD HAVE ANY QUESTIONS.