



# Borough of Longport

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Email: [Building@longport-nj.us](mailto:Building@longport-nj.us) or [SRenzi@longport-nj.us](mailto:SRenzi@longport-nj.us)

## Construction Inspection Request Form

7/2024

Submission Date _____	Time _____
Permit Number _____	
Project Site Address _____	
Contact Person _____	Company _____
Phone _____	
Contact Person Email _____	

Subcode	Inspection Type	Inspection Type	Inspection Type
Building			
Fire			
Electric			
Plumbing			
Mechanical			

\*See reverse side for types of inspections. Building Framing inspection and final to be scheduled after other subcode inspections have taken place and passed.

Dates Requested	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Building			
Fire			
Electric			
Plumbing			
Mechanical			

\*The Inspection request must be confirmed by the Building Department before its added to the schedule.

Form can be submitted to and or filled out at the Building Department during normal business hours.

Email Form submittal, [Building@longport-nj.us](mailto:Building@longport-nj.us) (send as an attachment).

Online at our SDL Portal, scan QR code below.



**For detailed info about the inspections below, see the Building Departments Separate Inspection list.**

**Building One-and Two-family dwellings**

- Footing
- Keyway/Forms
- Mid-way Foundation
- Foundation Inspection (Masonry)
- Foundation Inspection (Piling)
- Precast Foundation
- Sill Plate
- Slab
- Home Elevations (connections to foundation)
- Floor Framing/Open Deck Framing
- Sheathing
- Pre-Framing
- Fire Separation.
- Framing
- Deck Framing
- Fire/Draft Stop/Blocking
- 5A Construction Exterior
- Insulation
- Sheetrock (ground floor in flood zones)
- Final

**Building for Modular Homes (on site work)**

(Fire, Plumbing, Electric on site work see below)

- Footing
- Keyway/Forms
- Mid-way Foundation
- Foundation Inspection (Masonry)
- Foundation Inspection (Piling)
- Precast Foundation
- Sill Plate
- Slab
- Straps/Foundation Connections
- Assembly Inspection
- Framing
- Insulation
- Sheetrock (ground floor in flood zones)
- Final

**Building for Decks/Platforms**

- Footing
- Framing
- Final

**Plumbing**

- Water and Sewer
- Slab/Underground
- Trench
- Pressure Test (can be done at rough)
- Rough
- Shower Pan
- Final

**Electrical**

- Temp Service
- Rough
- Trench
- Service
- Final

**Fire**

- Rough
- Final

**Inspections for Pools/Spas/Hot Tubs**

<b>Building</b>	<b>Plumbing</b>	<b>Electric</b>	<b>Fire</b>
Pool Steel	Drains    Pressure Test	Four Point    Perimeter Bond	Final
Final	Hydro    Final	Trench    Final	
		Annual pool inspection (other than 1 &2 family dwellings)	

**Special/Other Types of Inspections** (inspections not listed above, projects, permits for other than 1 & 2 family dwellings and commercial) call the Building Department. **Note:** Some Building projects may not require all types of inspections listed.

**Existing R3 and R5 Dwelling work submitted on a Mechanical Tech in some instances may require certain inspections listed under Plumbing and always Final Inspections.**

Notice for inspection:

1. The owner or other responsible person in charge of work shall notify the enforcing agency, in writing, when the work is ready for any required inspection specified herein or required by the construction official or appropriate subcode official. This notice shall be given at least 24 hours prior to the time the inspection is desired. This notice shall represent an attestation on the part of the owner, other than single-family owner-occupants performing their own work, or other responsible person in charge of work, that the work has been completed in conformance with the code and is ready for inspection. The request shall be considered received on the next business day after it was sent if the request was sent outside of normal business hours.
2. Inspections shall be performed within three business days, or other such time within 30 days, as agreed upon by the enforcing agency and the owner, agent, or other responsible person in charge of work, of the time for which it was requested. The enforcing agency shall notify the owner, agent, or other responsible person in charge of work when the inspection will be performed within 24 hours of official receipt of the notice. The agreed upon time shall be confirmed, in writing, and sent within normal business hours.  
The work shall not proceed in a manner which will preclude the inspection until it has been made.