



**TOWNSHIP OF HILLSIDE  
OFFICE OF THE BUSINESS ADMINISTRATOR**

Municipal Building  
Liberty and Hillside Avenues  
Hillside, New Jersey 07205  
Ph: (973) 926-5100 Fax: 973-381-7155

**Dahlia O. Vertreese**  
Mayor

**Artur Figueiredo**  
Construction Official

NJAC 5:23 2.18 (c)

**Construction Permit Inspection Request**

**(EMAIL REQUEST TO: INSPECTIONREQUESTS@HILLSIDENJ.US)**

As the \*Owner/Contractor/Responsible Agent, with an open Permit at this property, I understand that under the Uniform Construction Code Regulations, inspections are required to take place within three business days of the time for which it was requested. By submitting this inspection request, I agree and acknowledge that there may be times when the Local Enforcing Agency cannot meet that requirement, due to unforeseen circumstances, such as but not limited to, emergencies, sickness, workload, and foul weather. This notice shall represent an attestation that the work has been completed in conformance with the Code and is ready for inspection. I further agree that work shall not proceed in a manner which will preclude the inspection(s) until it has been made.

1. Provide the Permit number, project address, and property owner's name.
2. Select the applicable subcodes and indicate the inspection type you are requesting.
3. Indicate the inspection date requested.
4. The inspection request must be confirmed by Building Department staff before it is added to the schedule.

Permit #: \_\_\_\_\_ Worksite #: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Requestor Name & Title: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Subcode: Building \_\_\_\_\_ Fire: \_\_\_\_\_ Electrical: \_\_\_\_\_ Plumbing: \_\_\_\_\_ Mechanical: \_\_\_\_\_

Inspection Type: \_\_\_\_\_ Inspection Date(s) Requested: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date Scheduled: \_\_\_\_\_ Confirmed by: \_\_\_\_\_