



State of New Jersey  
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**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](mailto: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](mailto:john.terry@dca.nj.gov)

