

In order to schedule an inspection you must contact Gina DeMott the Technical Assistant at 201-327-2196 Ext. 231 or 201-934-3966. If she does not answer, please leave a message and she will return your call as soon as she can.

You can also E Mail a request to INSPECTIONS@USRTODAY.ORG

To schedule an inspection YOU must provide the following information:

Permit Number. It is on the printed permit or the yellow permit card

Address of the project

Name and contact number of **the** responsible party for inspection

Type of inspection: Building, Electrical, Fire or Plumbing

Type of inspection cont'd: Trench, Rough, Finals etc..

Inspectors will NOT do the following

Inspectors will **NOT** enter a building or dwelling that is occupied without the owner or representative of the owner (Building) on site.

Unless the area of inspection has no access to the occupied area

Inspectors will **NOT** enter a building or dwelling that is occupied only by a minor.

Inspectors will **NOT** enter a building or dwelling and remove their boots, however you may provide booties for them.

Inspectors will **NOT** climb any temporary ladders, stairs or any make shift device that they feel are not safe.

Inspectors will **NOT** make any specific appointment times for any inspection. In the event of a failed, missed you or your not ready yet result of an inspection, we will not return that same day, you must call and reschedule for a new inspection.

Inspectors WILL do the following

Inspectors **WILL** complete our inspections, unless you receive a call from the office in the case of an emergency. In the event of inclement weather you will receive a call from the office about cancelations. That is why it is important that you provide us with the most accurate information possible.

Inspectors **WILL** try to work within your schedule, although we cannot give you a specific time.

Inspectors **WILL** provide you with Identification upon request. We do carry identification, at times there may be a covering inspector they also carry identification but it may **NOT** be from Upper Saddle River. If at any time there is doubt about the identity of an inspector or you are not comfortable with the information you have been provide, please contact the Police (201-327-2700) , **BEFORE** allowing them into your home. **ALL utility** workers carry some form of identification. Please use this information for all persons at your door, we will not be offended.

Inspectors **Will** be professional and courteous. Keep in mind sometimes you will fail your inspection, please do not take it out on the inspectors or the technical assistant, we are following the codes and we are keeping your best interest and safety in mind