



# BOROUGH OF KENILWORTH

## Construction Department

567 Boulevard, Kenilworth, NJ 07033  
908-276-5802 FAX 276-7688

Office of  
Anthony Monguso  
Building Subcode/Construction Official  
Tel. (908) 276-5802 Fax: 908-276-7688

### **REQUIRED INSPECTIONS**

As per the Uniform construction Code, N.J.A.C. 5:23-2.18, Final Inspections are required prior to the use of occupancy. The owner or other person in charge of the work must notify this office when the work is ready for inspection.

Requests for inspections must be made at least 24 hours prior to the time inspection is desired. Inspections will be performed within 3 business days of the request, and work shall not proceed in a manner that will conceal it from inspection.

All inspection requests must be in writing per New Jersey Uniform Construction Code N.J.A.C. 5:23-2.18(c) and 5:23-4.16.

- **EMAIL INSPECTION REQUESTS TO:** [inspectionrequests@kenilworthnj.org](mailto:inspectionrequests@kenilworthnj.org)
- All work **must be completed** and ready when you request your inspections.
- Include your **permit number(s)** / update number(s), **address**, and **Type of INSPECTION** when scheduling.
- Once your inspection is confirmed, someone 18 years of age or older must be present during the listed inspection time windows.
- When scheduling, please include ALL related updates to your permit for ALL subcodes.
  - **WE DO NOT PROVIDE SPECIFIC INSPECTION TIMES.** An inspector can arrive at any time during the window listed below:

<b>Building</b>	Tuesday	10:00 A.M. - 1:00 P.M.
	Thursday	10:00 A.M. - 3:30 P.M.
<b>Plumbing</b>	Tuesday and Thursday	2:00 P.M. – 5:30 P.M.
<b>Electrical</b>	Tuesday and Thursday	11:00 AM - 1:00 P.M.
<b>Fire</b>	Tuesday and Thursday	11:00 AM - 1:00 P.M.

### **REQUIRED INSPECTIONS FOR ALL SUBCODES:**

Footings	Rough Electrical
Foundations prior to backfill	Rough Plumbing
Location survey before framing	Framing
Slab	Sheathing ( <b>New Construction Only</b> )
Insulation	

**FINAL INSPECTIONS:** For each sub-code area in which a permit is used.

**APPROVED PLANS MUST BE KEPT ON THE JOB SITE AT ALL TIMES. IF THE INSPECTOR IS NOT ABLE TO REVIEW THE APPROVED PLANS ON THE JOB, THE INSPECTION WILL NOT BE CONDUCTED.**



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**NO ROUGH ON SOLARS**, CONTRACTOR MUST BE ON SITE FOR INSPECTIONS. (PICTURES OF BONDING ON ROOF MUST BE SUPPLIED TO THE **ELECTRICAL INSPECTOR** AT TIME OF INSPECTION. IF NOT SUPPLIED INSPECTION WILL NOT PASS)

**ALL GENERATOR** INSPECTIONS MUST HAVE THE **ELECTRICAL** CONTRACTOR ON SITE TO OPEN PANEL.

**ENGINEERING INSPECTIONS REQUIRED FOR: Driveways, Sidewalks, Grading, & Resolution compliance (PRE-CONSTRUCTION MEETINGS)**

**Call (908) 276-2715 x 124 to set up inspection appointments.**

**KNOW WHAT'S BELOW - CALL BEFORE YOU DIG!**

Dial **811** or **800-272-1000**. It's **FREE** and it's the **LAW**



Plumbing Inspections

David Miller, Plumbing Subcode Official

PLUMBING INSPECTIONS ARE ON TUESDAY'S & THURSDAY'S FROM 2 TO 5:30 P.M. THE PLUMBING SUBCODE OFFICIAL IS ENFORCING THE NATIONAL STANDARD PLUMBING CODE.

### **ALL PLUMBING PERMIT REQUIREMENTS**

1. ALL PERMITS MUST BE SIGNED & SEALED.
2. RISER DIAGRAM OF THE PLUMBING SYSTEM.
3. WATER TEST OR AIR TEST ON ALL VENTS & WASTE.
4. WATER TEST OR AIR TEST ON ALL WATER LINES.
5. BATTERY OPERATED CARBON MONOXIDE ALARM MUST BE INSTALLED IN THE IMMEDIATE VICINITY OF SLEEPING AREAS, AND 20' FROM AND GAS APPLIANCE.
6. HVAC DUCT DRAWINGS ARE REQUIRED, SIZE AND LOCATION OF ALL DUCTS, RETURNS AND CONDENSATION LINE.