

# BUILDING DEPT. GUIDELINES

## **PLAN REVIEW AND ADMINISTRATIVE WORK:**

The office will remain closed to the public. All documentation will be submitted in our lobby into designated bins. We will provide plan review, issue permits and perform administrative duties in the office as usual. Office personnel will include Construction Official, Plumbing, Building, Fire, Electrical, Engineering, Zoning, and Technical assistant to the Construction Official. Social distancing will be practiced.

## **INSPECTIONS:**

Social distancing must be strictly adhered to. The site must be cleared of all personnel during inspections. Only plans are required to be onsite.

*NEW CONSTRUCTION:* All inspections will be performed provided it is uninhabited and construction personnel are not present.

*EXTERIOR INSPECTIONS:* Inspections will be performed adhering to social distancing.

*NEW ADDITIONS:* Inspections will be performed provided we can access the work without going into the house. If no access is available we will accept a letter and or report of compliance from a NJ Licensed Architect or Engineer. The report will need to be approved by our appropriate Sub-Code Official.

*Renovations, Alterations, Remodels, Etc.;* In lieu of an inspection we will accept Photos, Facetime, Video, or a letter and or report of compliance from a NJ Licensed Architect or Engineer. The method will need to be approved by our appropriate Sub-Code Official.

*MINOR WORK:* (hot water heaters, air conditioners, etc.) We will perform a final inspection deferred to a later date.