



THE CITY
OF
Union City

OFFICE OF THE Building Department

3715 PALISADE AVE • UNION CITY, NEW JERSEY 07087 • Email: building@ucnj.com • (201) 348-5710

Request for Inspection

Work Site Location: _____

Permit Number: _____

Type of Inspection Requested: _____

Access (Provide door code/ lock box code/ key location: _____

Inspection Date Requested (Check one):

Next Available Date _____ Set Date (Inspect on) _____

Contact Name: _____ Phone: _____

Email Address: _____

N.J.A.C. 5:23-2.18(c) Notice for Inspection:

1. The owner or other responsible person in charge of work shall notify the enforcing agency, in writing, when the work is ready for any required inspection specified herein or required by the construction official or appropriate subcode official. This notice shall be given at least 24 hours prior to the time the inspection is desired. This notice shall represent an attestation on the part of the owner, other than single family owner-occupants performing their own work, or other responsible person in charge of work, that the work has been completed in conformance with the code and is ready for inspection. The request shall be considered received on the next business day. After it was sent if the request was sent outside of normal business hours.

By signing the below, the agent / owner is attesting the requested inspection is ready for inspection.

Name: _____ Date: _____

Signature: _____

Office Use Only:

Date Received: _____ Received By: _____ Date: Scheduled Inspection: _____