

**Request for Certificate of Occupancy Inspection
FOR RESIDENTIAL HOMES ONLY**

- 1) Inspection requests must be submitted 24 hours prior to the date of the request. Example- Monday inspection must be submitted by 8am on Sunday. Wednesday inspection must be submitted no later than 8am Tuesday.
- 2) Please note that Mott Watkins Associates only does inspections on Monday & Wednesdays. You do not need to be present for our inspection & we do not schedule specific times
- 3) Email the attached request for CO inspection form & a copy of the as-built survey for the property back to our office as one (1) file to chris@mottwatkins.com **We cannot schedule an inspection without the request form & the survey.
- 4) The as-built survey must include house location, driveway location, any structures on the property (sheds, pole barns, decks, patios, pools etc.), grading contours for the entire property & grade shots five (5') feet into the adjacent lot.
- 5) When you are completing the request for CO form please supply us with an actual date you want us to come out. "ASAP" is not acceptable.
- 6) Once our actual field inspection has been completed- you will be copied on the report that is sent to the Township, via email within 48 hours. Example- Monday inspection, the report will be sent to the Township by the end of the business day on Wednesday.
- 7) We do not accept phone calls for requests of inspection or results of inspections Everything must be completed via email, this way there is always documentation of requests & reports for both offices.
- 8) If it is raining on the day of your inspection, it will be pushed to the next inspection day. Please plan your closings with plenty of time for our office to do out paperwork & the Township to do theirs. Example- Monday is your inspection day but it is raining, the inspection will be moved until Wednesday.
- 9) What are we looking for when we do our inspections?
 - a. For emergency purposes- the house number must be as close as possible to the front door and have 6" size numbers that are reflective and can be visible from the street.
 - b. Stabilization of the property, via grass, or straw and hydroseed depending on the time of year.
 - c. There is a stabilized driveway and sidewalk until the front door/porch.
 - d. There must be a concrete driveway apron at the street.
 - e. Making sure that the new grading is as per the as-built plan and the proposed approved grading plan. Also, that the new grading is not directing the water flow from this property to adjacent lot.
 - f. Making sure all construction debris has been removed from the property.

**Request for Certificate Of Occupancy Inspection
FOR RESIDENTIAL HOMES**

- SITE CLEARING**
- INDIVIDUAL LOT CLEARING (after receipt of Building Permit)**
- STORM WATER SYSTEMS**
- SIDEWALKS**
- CURB**
- ROAD SUB BASE and/or SAMPLING**
- PAVING**
- CERTIFICATE OF OCCUPANCY- 1ST INSPECTION**
- RE-INSPECTION FOR A CERTIFICATE OF OCCUPANCY**

Email this completed form & a copy of the as-built survey for the property. Survey should include house location, driveway location & grading contours for the entire property.

Email this form to:
Chris Mellon at chris@mottwatkins.com

From: _____

Company: _____

Phone: () _____

Email: _____

Please give our office 24-48-hour prior notice

**Upon our on-site inspection, the Egg Harbor Township Building Department will receive our inspection report within 48-72 hours after inspections. Please plan your time frames accordingly.

** Note that if it is raining the day of the inspection, the inspection will be pushed to the next available day.

Request date for inspection to be conducted: _____

Street Address: _____

Block: _____ **Lot:** _____

Subdivision: _____