



Good Afternoon,

The Building Department is beginning to start scheduling CCO inspections. Please read the following information carefully before requesting an inspection.

**Before the inspection takes place, we will need confirmation on the following from the homeowner prior to the inspection. The confirmation can be sent to us by email at [inspections@riveredgenj.org](mailto:inspections@riveredgenj.org)**

- Owner/Agent has not been in close contact with someone diagnosed with COVID-19 within the past 14 days
- Owner/Agent has not been tested for COVID-19 within the past 14 days
- Owner/Agent has not been asked to self-isolate or quarantine by a medical professional or public health official within the past 14 days
- Owner/Agent has not traveled to any of the travel restricted states within the past 14 days

**The following must take place in order for the inspection to be conducted on the date scheduled:**

- If the home is occupied, the house needs to be vacated for **2 hours** prior to the inspection. Inspection timeframe is 4:30-6:30 therefore house must be vacant from 2:30pm **NO EXCEPTIONS.**
- Owner/Agent will need to be outside the house during the timeframe of the inspection to open the house for the inspector. At no time no one is permitted inside the house while the inspection is being conducted.

To request an inspection please contact the office VIA email at [inspections@riveredgenj.org](mailto:inspections@riveredgenj.org). Please scheduled on a date that you will be able to adhere to the inspection requirements outlined above.

Inspections are scheduled Tuesdays & Thursdays between 4:30-6:30. **The office cannot give you a specific time all inspections are given a timeframe.**

Please let us know if you have any questions.

Thank you for your patience during the past few months.

Nicole Shnaper

Technical Assistant to the Construction Official