



## State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS  
OFFICE OF LOCAL & STATE CODE INSPECTIONS  
NORTHERN REGIONAL OFFICE  
171 ROUTE 173, SUITE 101  
ASBURY, NJ 08802

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*Governor*

TAHESHA L. WAY  
*Lieutenant Governor*

JACQUELYN A. SUÁREZ  
*Commissioner*

### INSPECTION REQUESTS MEMORANDUM

TO: Permit and CSLR Inspection Request

FROM: Gregory A. Laskowski, Supervisor, Northern Regional Office

SUBJECT: **Inspection Requests**

Any inspections requests can be made by emailing [NRO.inspectionrequests@dca.nj.gov](mailto:NRO.inspectionrequests@dca.nj.gov).



Your request shall be made in the following format:

*Permit #*

*Municipality*

*Block*

*Lot*

*Discipline: Drop down (building, electric, plumbing, fire, mechanical)*

*Inspection: Type drop down (rough, final, ongoing)*

*Date: requested*

*Contact Information: Name*

*Contact information: Phone number.*

*Contact email address.*

**Please provide the information in the above format as it will simplify the assignment of the inspection. Inspection requests require a minimum of 24 hours' notice, emergencies will be addressed separately. The inspector will contact you within 3 business days.**

If you have any questions, please feel free to contact me via email [@Gregory.Laskowski@dca.nj.gov](mailto:@Gregory.Laskowski@dca.nj.gov)  
State Cell # 609-331-1168 or Office # 908-713-0722.