



## Borough Of Montvale

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Montvale, NJ 07645  
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## Building Department

**Jeffrey Fette**  
Construction Official/Zoning Official  
201-391-5732, ext. 223  
**Cynthia Petersen**  
Technical Assistant  
201-391-5732, ext 222

### ***IMPORTANT INSPECTION INFORMATION***

Upon receiving a building permit, it is your responsibility to call for all inspections, required on this project. If all inspections are not requested (including finals), **a fine will be issued** and all future applications will be denied until the permit is finalized, the fine paid and a certificate issued.

#### **INSPECTION SEQUENCE:**

1. Footings - building inspector
2. Slab inspection when needed - building inspector
3. Foundation location survey  
**No foundation inspection until foundation location survey is submitted**
4. Backfill/foundation - building inspector
5. Exterior sheathing - building inspector
6. Rough electric - electrical inspector
7. Rough plumbing – plumbing inspector
8. Rough fire (detector location / fireplace) – fire inspector
9. Framing – building inspector
10. Insulation – building inspector
11. Final electric – electrical inspector
12. Final plumbing – plumbing inspector
13. Final fire – fire inspector
14. Final building – building inspector
15. As-built plan (2 copies – from your architect) - or letter
16. As-built survey (2 copies)
17. Borough engineer final approval
18. Bergen County Soil Conservation / Bergen County Planning final approval
19. Completed application for Certificate of Occupancy

***IMPORTANT NOTICE: PER THE NJ DIVISION OF CONSUMER AFFAIRS RULE: NJAC 13:45A – 16.2(a)10.ii  
FINAL PAYMENT TO THE CONTRACTOR IS NOT REQUIRED TO BE MADE BEFORE A FINAL INSPECTION  
IS PERFORMED***