



BOROUGH OF MONTVALE
Building Department – Code Enforcement
12 Mercedes Drive, Montvale, NJ 07645
www.montvale.org

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. Backfill/foundation - building inspector
4. **Foundation location survey for additions and new homes (2 copies) - building inspector**
No further inspections will be done until the foundation location survey is submitted
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 (framing checklist is required for additions and new homes)
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 (letter from your architect) – submit to building department
16. **As-built topographical survey (2 copies) – submit to building department**
17. Bergen County Soil Conservation / Bergen County Planning final approval
18. Borough engineer 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**