



Township of Edgewater Park

400 Delanco Road

Edgewater Park, NJ 08010

Phone: 609-877-2050

Fax: 609-877-2308

COVID-19 INSPECTION PROCEDURES

Updated: Wednesday, April 14, 2021

1. No one from the public is permitted in the building without an appointment or talking/exchanging through open doors. Appointments can be arranged for meetings to be held in office, for matters that cannot be handled over the phone or e-mail (not to be confused with on-site inspections).
 - a. E-mail appointments@edgewaterpark-nj.com.
2. Hardcopy submissions for Construction, Zoning, Code Enforcement, Inspections, etc. may be mailed in or left in our drop box at **400 Delanco Road, Edgewater Park, NJ 08010**.
 - a. Forms must be COMPLETE with required information. Incomplete forms will be held until missing information is received or they will be returned by mail to originator for completion.
 - b. Construction permits/receipts will be mailed back to the general contractor unless a specified address is given, with payment.
3. All payments should be made payable to “*Edgewater Park Township*” in the form of check or money order, no cash. Payments must be exact.
4. We will maintain **safe procedures** while conducting inspections in occupied residences. If the inspector or inspected resident/contractor/owner deems the interaction to be unsafe at any time, the inspection can be refused.
 - a. It is best, but not mandatory, that the site be vacant for the inspection.
 - i. Someone may meet the inspector outside, with a mask on, maintaining distance.
 - ii. The inspector will advise if an escort will be needed inside the property.
 - b. If a property cannot be vacant, masks must be always worn, and all other occupants should be in a separate area of the house until the inspection is completed.
 - c. Lock boxes are acceptable form of entry, code should be provided.
 - i. Inspection results will be left at the property.
 - **Construction results:** by sticker.
 - **Certificate of Occupancy results:** by list, left on counter.
 - d. Some construction permits may submit photos instead of on-site inspections by website.
 - i. <http://edgewaterpark-nj.com/content/163/338/3894.aspx>
5. Inspectors should wear disposable gloves, masks, eyewear, and any other PPE deemed necessary, if possible. Gloves should be changed between visits.
6. Conditions must remain safe for the workers, residents, and inspectors, alike. Please refer to the *Governor’s Executive Order #142* for more information on safety requirements.
7. Our inspectors reserve the right to request buildings be emptied before entering the premises, upon where he will be escorted by the person in charge.
8. Correspondence through e-mail is best, phone access is limited at this time.

Questions or suggestions contact: inspections@edgewaterpark-nj.com