

SEPTIC AND WELL INSPECTION REQUEST INSTRUCTIONS

- **PHONE REQUESTS:** all requests must be called in to 908-788-1351 by 4:00pm the business day before you want an inspection. Inspections for Monday must be received by 4:00pm on Friday.
- **FAX REQUESTS:** all fax requests are to be sent to 908-782-7510. Requests must be received by 4:00 pm the business day before you want and inspection. Inspections for Monday must be received by 4:00pm on Friday
- It is important that the phone number you leave is for someone **at the job site** so that our office can contact the person at the site if necessary
- Please complete the time you will be ready, while this is not an appointment, the time will help us with inspection assignments
- **Do not** leave inspection requests on individual inspectors or clerical staff office voice mail or cell phones. These inspections will not be accepted.
- The connecting line from the house to the septic tank is under the jurisdiction of the municipal plumbing inspector. Call the appropriate municipality to schedule those inspections
- no septic inspections will be made by this department until the septic application for the property is approved
- No well inspections will be made by this department unless a county well application has been applied for and a valid state well permit is on file.
- The line from the house to the well is not inspected by this department. Call the appropriate municipality to schedule those inspections.

