



TOWNSHIP OF HAMPTON

1 Rumsey Way

Newton, NJ 07860

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Jessica M. Caruso
Township CFO / Administrator

Kathleen Armstrong, RMC
Township Clerk

Please be advised that our Building Department is taking all precautions to prevent exposure to our staff as well as our Homeowners & Contractors.

We are encouraging "Save the Trip"; we will try to answer all questions by phone and offer the option to mail applications & permits.

A **DROP BOX** is set-up in front of the municipal building for anyone who must drop off applications, blueprints etc.

While scheduling an inspection the following protocol shall be implemented:

- A. Owner or Contractor shall open building for inspector.
- B. Inspector will conduct inspection unaccompanied.
- C. Everyone must maintain proper "Social Distance".
- D. All stickers or approvals are to be left at the site- NOT HANDED TO OWNER OR CONTRACTOR.
- E. If our inspector has any reservations upon inspection arrival, politely ask to reschedule.

All interior inspections in occupied dwellings and buildings will be postponed until further notice.

All other interior inspections in Non-Occupied dwellings or buildings will be done on a case by case basis.

All inspectors shall reconfirm upon arrival if anyone at site is ill or symptomatic.

There is to be contact during inspections and use hand sanitizers, wipes, gloves etc.

Inspectors should wipe down vehicle components as needed with sanitizer such as steering wheel, gear shifter etc.

If any inspector has reservations about conducting an inspection, please let me know and I will address accordingly.

Thank You,

Robert Huber, Construction Official