REQUIRED CODE INSPECTIONS
TO BE COORDINATED BY THE CONTRACTOR

In accordance with the provisions in N.J.A.C. 5:23-2.18, the Office of the Construction Code Official will carry out periodic inspections during the progress of work as necessary to insure compliance with the approved plans and the requirements of the New Jersey State Uniform Construction Code.

It shall be the Contractor’s responsibility to coordinate and ensure that all inspection requirements of the N.J. Uniform Construction Code are performed and that such work is acceptable. Correction of work to meet code requirements and subsequent re-inspections shall be arranged by the Contractor. All requests for inspections and re-inspections shall be made to the Office of the Construction Code Official at 848-932-4922 or via email to Elizabeth Ocasio at eocasio@aps.rutgers.edu and copied to Sal DiCristina at sdicristina@aps.rutgers.edu. A minimum of 72 hours notice (3 working days) will be required to schedule an inspection. Inspections on short notice will not be made. The courtesy of notice of cancellation of a requested inspection is asked.

The Contractor shall bear full responsibility for inspections that may be required for work performed by them and their subcontractors.

The Contractor shall assure all inspections required by the N.J. Uniform Construction Code have been made and found acceptable. A list of required inspections is attached. It should be noted that the attached list is not inclusive of all inspections that may be required on a project. Should you have particular questions regarding required inspections, please contact the Office of the Construction Code Official at 848-932-4922.

The Contractor shall make all arrangements for required inspections in a timely fashion. It should be remembered that closure of walls, ceilings, chases and other such areas will not be permitted until all required inspections have been completed and accepted.

It shall be the responsibility of the Contractor to retain a complete set of approved/released drawings at the construction site for review and inspection by the Construction Official or his authorized representative at all times in accordance with N.J.A.C. 5:23-2.16(2).

It should be noted that additional inspections may be required by various agencies e.g. Soil Conservation, to obtain the required Certificate of Occupancy.

Where buildings by their nature or use pose different, complex, or unusual inspection problems, additional or special inspections may be required. Any additional or special inspections will be specified before construction begins.
All inspection requests must contain the following information:

Campus: Project Name:
Type of Inspection: Date Needed:
Requesting Person: Phone Number:

**CODE INSPECTIONS REQUIRED BY RUTGERS UNIVERSITY**

**Fire Protection Systems**

A. **Underground**

All connections, valves, thrust blocks and fire hydrants must be inspected prior to backfill.

All underground fire protection systems must remain exposed until successful testing of the system per specification is completed (unless previously approved arrangements have been made).

B. **Interior Covered Work**

All interior covered fire protection systems and fire detection systems must remain exposed until inspected and accepted. Successful testing of the work to be covered must be completed before being enclosed.

C. **Smoke Control System**

All concealed components of smoke control systems must remain exposed until inspected and accepted.

Due to the unique nature of smoke control design, it is strongly recommended that these systems be tested 30 to 60 days prior to the requested date of occupancy. This will allow for the necessary adjustment and balancing that will ultimately satisfy the authority having jurisdiction.

It is the Contractor’s responsibility to provide all equipment necessary to test the smoke control system and to insure that all subcontractors with systems that interface with the smoke control system, i.e. electrician, sprinkler contractor, HVAC, etc. will have pre-tested their systems and interfacing and be available for final acceptance testing. Subcontractors shall also be present at the test to answer any questions and perform any adjustments as may be required by the Inspectors. This inspection does not take the place of any Special Inspections required to be performed by the authorized testing agency as noted in the contract documents.
D. **Testing**

All fire protection, fire detection and mechanical systems required to be tested by the fire protection subcode will be pre-tested and any deficiencies corrected by the Contractor prior to inspection by the Fire Protection Inspector.

Room numbers must be present in order to verify device addresses.

*(Note: NFPA 72 prohibits the installation of smoke detectors prior to the final cleaning of the protected area.)*

At the final acceptance inspection, the contractor is to provide the completed and signed Record of Completion in the case of fire alarm systems and the Contractor’s Material and Test Certificate in the case of sprinkler systems. The fire sprinkler system hydraulic data plate shall be completed and posted on the system riser. The NJ State mandated form can be found at the following link: [http://www.state.nj.us/njbusiness/forms/ucc-f380.pdf](http://www.state.nj.us/njbusiness/forms/ucc-f380.pdf).

2. **Civil, Structural & Building**

A. **Footing Bottoms**

All portions of footings and piers shall be inspected for satisfactory soil conditions, rebar tolerances and other code requirements prior to placement of concrete. This inspection does not take the place of any Special Inspections required to be performed by the authorized testing agency as noted in the contract documents.

B. **Foundation walls prior to back fill**

*Note: at this point a survey of the foundation to establish accuracy of location is required to be submitted to the Construction Official.*

C. **Columns, Stairs, Walls, Slabs**

All requirements for concrete placement will necessitate inspection for compliance with the N.J. Construction Codes prior to placement of concrete. This inspection does not take the place of any Special Inspections required to be performed by the authorized testing agency as noted in the contract documents.
D. **Structural Framing**

All structural framing and connections shall be inspected prior to covering with finish, infill material or fireproofing. Blocking for accessible grab bars must be installed at this time. This inspection does not take the place of any Special Inspections required to be performed by the authorized testing agency as noted in the contract documents.

E. **Water Proofing**

Areas prepared for application of water proofing systems shall be inspected prior to the application of such systems. The Inspector shall be kept informed of scheduled water proofing applications.

F. **Insulation**

Areas to be provided with insulation shall be inspected and accepted prior to being concealed.

3. **Electrical**

A. **Underground**

All underground conduit and duct bank systems shall be inspected and accepted prior to encasement or back fill work proceeding.

B. **Cast-in-Place Electrical Work**

All electrical work to be cast in concrete slabs, columns, walls, decks, etc., shall be inspected and accepted prior to final closure of form work or placement of required concrete.

C. **Interior Covered Work**

All interior conduit, cable trays, panels and other electrical appurtenances shall remain open and exposed until inspections have been completed and found acceptable. (Appropriate safety measures will be taken to protect employees and other personnel from energized parts during this exposed period.)

D. **Temporary Wiring**

It shall be the Contractor’s responsibility to maintain all temporary wiring installations in a safe manner in accordance with the provisions of the
Electrical Subcode. Temporary wiring will be periodically inspected by the Electrical Inspector. *(Note: All temporary wiring is to be removed prior to requesting the final inspection.)*

E. **Emergency/Standby Power Generators**

Generators shall be tested under full load and in accordance with NFPA 110 and the construction documents. The Electrical Inspector shall witness that all connected loads are functioning, power is transferred within the prescribed time and all circuits are properly identified.

4. **Plumbing & Mechanical**

A. **Underground**

All plumbing and mechanical systems required to be installed underground shall be inspected and successfully tested prior to the back fill of such work. Thrust blocks and other required appurtenances shall be in place and accepted.

B. **Interior Covered Work**

All plumbing, ductwork and other mechanical service systems shall have been completed and satisfactorily tested. The inspector’s acceptance of such work shall warrant the closure of areas containing such work.

C. **Testing**

All systems required to be tested by either the Plumbing or Mechanical Subcodes will be pre-tested by the Contractor prior to the inspection by the Plumbing Inspector.

Backflow prevention devices will be tested and a completed Cross Connection Control Device Performance Test Certificate shall be submitted to the Construction Official.


All fire/smoke dampers will be operated and reset via the finished access door(s) and witnessed by the Building Inspector.
Contractor must flush and disinfect domestic hot and cold water piping systems with and provide water testing certification.

5. **Elevator**

All systems and components required to be tested by the Elevator Subcode will be pre-tested by the contractor prior to inspection by the Elevator Inspector.

The contractor shall ensure that all subcontractors with systems that interface with the elevator controls, i.e. electrician, sprinkler contractor, HVAC, etc. will have pre-tested their systems and interfacing and be available for final elevator acceptance testing.

A final inspection is required for each applicable subcode area (Building, Electrical, Plumbing, Fire, Mechanical and Elevator) before a Temporary or final Certificate of Occupancy or Approval can be issued. Any violations of the approved plans and/or permit will be noted and the Contractor notified of discrepancies.

In addition to the above inspection requirements, **NO** Temporary or Final Certificate of Occupancy will be issued without the following:

- Conditional or Final Certification of Compliance from the local Soil Conservation District
- Proof of Registration of Elevator Devices Registration Forms can be obtained at: [http://www.state.nj.us/dca/codes/code_services/pdf/regapp.pdf](http://www.state.nj.us/dca/codes/code_services/pdf/regapp.pdf). (Contact the Construction Official for assistance in completing the application.)
- Proof of Registration of Backflow Prevention Devices Registration Forms can be obtained at: [http://www.state.nj.us/dca/codes/bulletins_ftos/list_of_bulletins_ftos/b_99-2.pdf](http://www.state.nj.us/dca/codes/bulletins_ftos/list_of_bulletins_ftos/b_99-2.pdf). (Contact the Construction Official for assistance in completing the application.)
- Certification that domestic Hot and Cold water piping has been flushed and disinfected.
- Certification of all fume hoods by Rutgers Environmental Health and Safety where applicable.
- Certification from the local Health Department for food handling establishments
- Installation of all interior and exterior accessibility and safety signage and room numbers.
- Signed and sealed Certification letter from A/E accepting the satisfactory results of all Special Inspections reflecting conformance with the intent of the design.