

From: City of Westfield Building Department

As you know, new information about the risk and spread of the COVID-19 virus is coming out daily. In response, the City of Westfield has taken responsible measures to protect the staff that serves you.

Given the seriousness and advancement of the COVID-19 health crisis, the City has temporarily modified its building inspection procedures, effective Wednesday, April 8, 2020, as follows:

1. **Until further notice, ALL building inspections will take place in the morning (before 12 PM).**
2. **On the day of a scheduled inspection, the building being inspected is REQUIRED to be vacated by all workers/construction personnel the ENTIRE morning (before 12 PM), or until the inspection is completed.**
3. **If an inspector arrives and these practices are not being followed, then the inspection will be required to be rescheduled for the next business day.**
4. **All inspection results or notes will be communicated to the applicant by either phone or email.**
5. **No same day inspection requests are accepted.**

Please know that we recognize that this may cause inconvenience, however, this is an additional and necessary step designed to help keep construction activity going during this time, while better protecting City employees and construction personnel.

All other procedures that have been in place for the past several weeks regarding permitting, application/plan submittal, payments, and inspection scheduling are still in place at this time and have not changed.

We appreciate your partnership and patience during this time. If you have any questions, please feel free to email or call.

The Building Division of the Westfield Community Development Department is responsible for the review and issuance of Improvement Location Permits ("ILP") for construction within Westfield and Washington Township.