



2022 Notice Scheduling of Final inspections and Closings

Dear Builder/Contractor,

An all-too-common occurrence with some builders/developers is the unfortunate practice of scheduling final inspections for new properties to closely to an established closing appointment. When this happens, we receive calls from your overly-and unduly-stressed employees who happen to be involved with either or both of these processes. The attempt on your part is to transfer your sense of urgency to my employees to accommodate previously scheduled events over which we have no control, but over which you have every control.

Please be advised that your emergency will not become our own simply because you failed to allow sufficient time between a scheduled final inspection and your property closing appointment. Our standing requirement for at least 24-hour notice for inspections has been in place for some time and is not anticipated to change. We will continue to do our inspections in a timely fashion.

My recommendation is that you allow for **three or more days between your requested final inspection and a scheduled closing**. This will allow enough time to accommodate re-inspections, when necessary, the completion of internal paperwork and the issuance of your official Certificate of Occupancy in time for your closing.

Be further advised that the City of Westfield has established a **\$2500 (residential/pool) \$5000 (commercial)** fee for occupying a structure without the benefit of a Certificate of Occupancy. We understand that your clients are quite anxious to move in to their new home or business directly after closing. Proper scheduling of final inspections and closing appointments on your part will ensure that what is already a stressful situation does not become more so for all of us.

Please share this with anyone on your team who you believe should be made aware of this situation. Thank you for your time and your attention to this matter.

Sincerely

A handwritten signature in black ink, appearing to read "Kevin Todd".

Kevin Todd
Community Development Director

To All Builders & Contractors:

Effective Date: 9/5/2006

Updated 1/1/ 2022

Permit Cards & Structure Access

Permit Cards

The City of Westfield will now be enforcing the requirement that the permit card document be posted on the site in a front window where the work is to be performed.

*The **permit card document** must be visibly posted in a front window for the inspector to see when arriving at the site in order to receive the requested inspection.

*If the **permit card document** is not posted, no inspection will be performed and considered failed.

*If the **permit card document** is lost or not legible you are required to replace it with a duplicate **permit card document**.

*If a re-inspection fee is assessed, it must be paid to receive the Certificate of Occupancy

Structure Access

For any inspection requested, the dwelling must be unlocked and accessible either through the garage or front door. If the building is not accessible, it will be considered a missed inspection and charged according to the City's established fee structure.

Sincerely



Kevin Todd
Community Development Director
City of Westfield