



TOWNSHIP OF FLORENCE

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Requesting an Inspection Online

<https://florencenj.portal.fasttrackgov.com/Common/ApplicationLinks.aspx>

Confirm you are logged in.

Select the "Request a Construction Inspection" link from the Building section.

Click the "Request a New inspection" link to take you to the "Add an Inspection" page.

Enter any of the search criteria and select "Search". You should now see a list of permits fitting your search criteria. Click the "Select" link on the left side of your permit to enter the "Add an Inspection" section.

If all the information is correct, select the "Next" button to continue. If the information is not correct, select "Change" to start a new search.

Enter any required information to pick your Inspection Type. The status of your permit will dictate which inspection types may be scheduled online. Typically you'll have an "Other" option if you're not sure. Please describe the request on the next screen in the Inspection Instructions. Select "Next Page" to continue.

In the appointment section, select an available date. If need a later date than the ones listed, click the "Load Next 5 days" link to load more days. You will be required to enter alternate date (in case your first requested date cannot be fulfilled, this information will be used in picking a different date). If a subcode's inspectors are fully booked or there is a business closure, or past the cut-off time, a date will not display.

Select "Next Page" to continue and enter any instructions including lockbox code where indicated.

Select your notification preferences with the drop-down menu. Make sure the preference information is filled out e.g., Cell Phone or E-mail address. Click "Create Inspection" when completed.

Your request will be created, click "OK" to confirm.

You will be contacted (based on the preference selected) once the inspection has been approved.