

TOWNSHIP OF MIDDLETOWN

Building & Inspection

Town Hall, 1 Kings Highway
Middletown, NJ 07748-2594

PAUL DURNIEN
Construction Official



Tel: (732) 615-2106
www.middletownnj.org/building

Settled in 1664
"Proud of Our Rich Heritage"

INSTRUCTIONS FOR REQUESTING AN INSPECTION

Instructions:

If you have an open construction permit, you can request an inspection. You will need to schedule each subcode (Building, Electric, Mechanical, Plumbing, or Fire) separately on the portal, i.e., Radon has Building and Electric, so you need to enter a separate request for Building and Electric inspections. If you are unsure or have any questions, please call 732-615-2106 for assistance.

Inspections are performed Monday through Friday between 8:30 AM and 3:00 PM. *Please indicate any special instructions under the "Additional Notes" section of the portal page. You will receive an email confirmation of your assigned date and time. If you don't see the email, please check your spam/junk folder.*

INSPECTIONS CANNOT BE CANCELED VIA THE PORTAL. YOU MUST CALL 732-615-2106 IF YOU WOULD LIKE TO CANCEL.

Description:

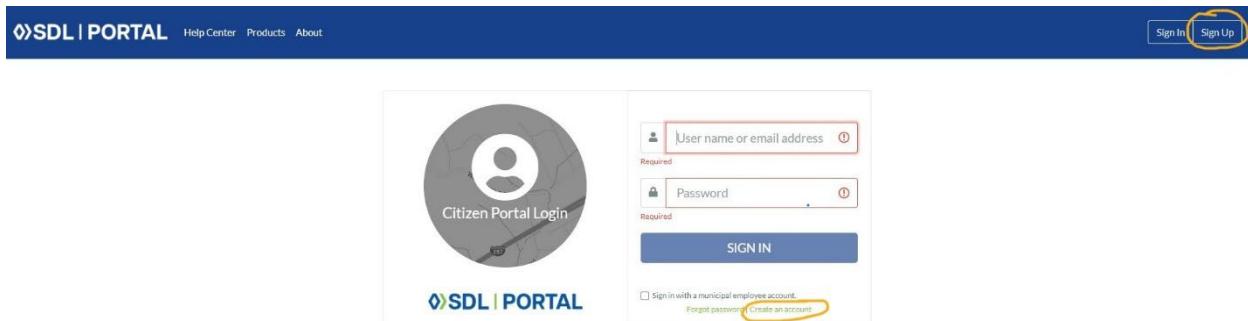
ONLY SCHEDULE INSPECTIONS WHEN THE WORK IS READY. DO NOT ANTICIPATE. N.J.A.C. 5:23-2.18 (c) 1.

If your inspection is not approved, please reschedule on the portal for a re-inspection when the problems are repaired and the work is ready for re-inspection. *All job set plans must be kept at the building site for every inspection. N.J.A.C. 5:23-2.16(e)*

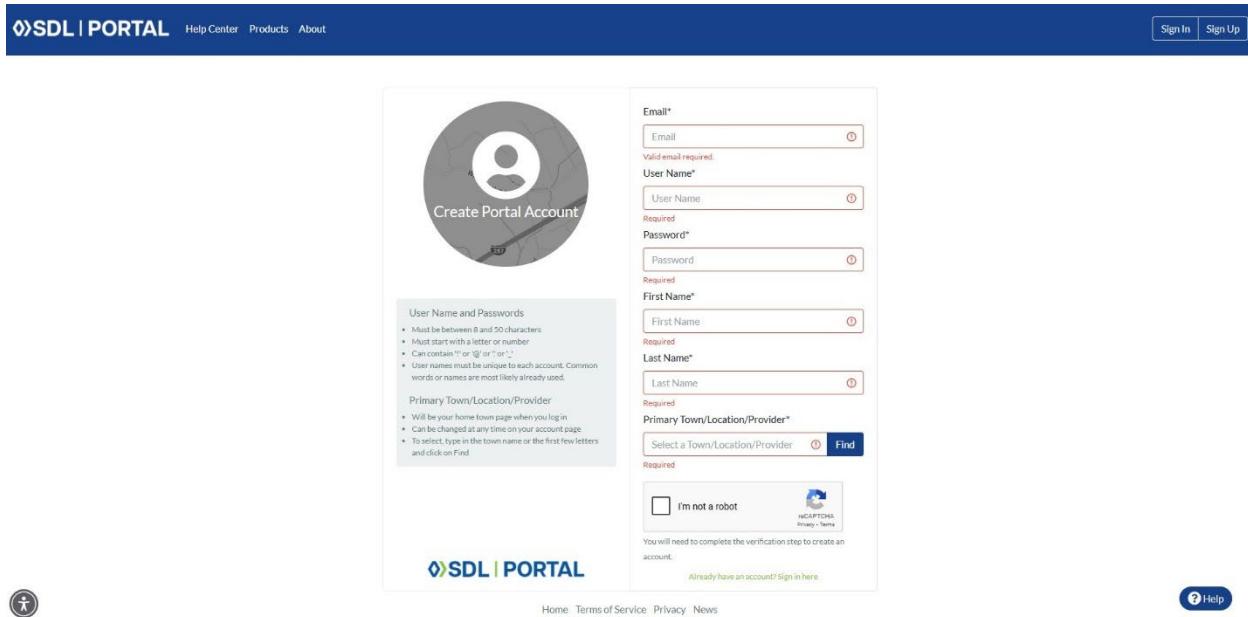
After you submit your request, you should:

- Receive a confirmation email with the details of your request
- Verify the information in your email and the online request page
- Be contacted by a town official if more information is required
- You can monitor the progress of all your requests from your Account Page

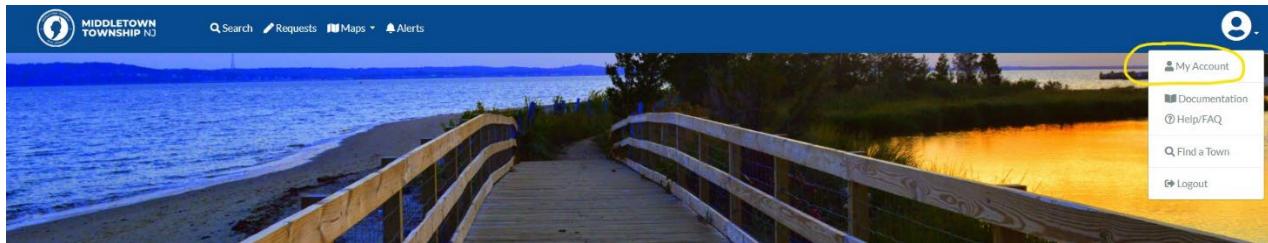
1. To create an account, visit sdlportal.com/login and click the “Sign Up” or “Create an account” buttons circled below.



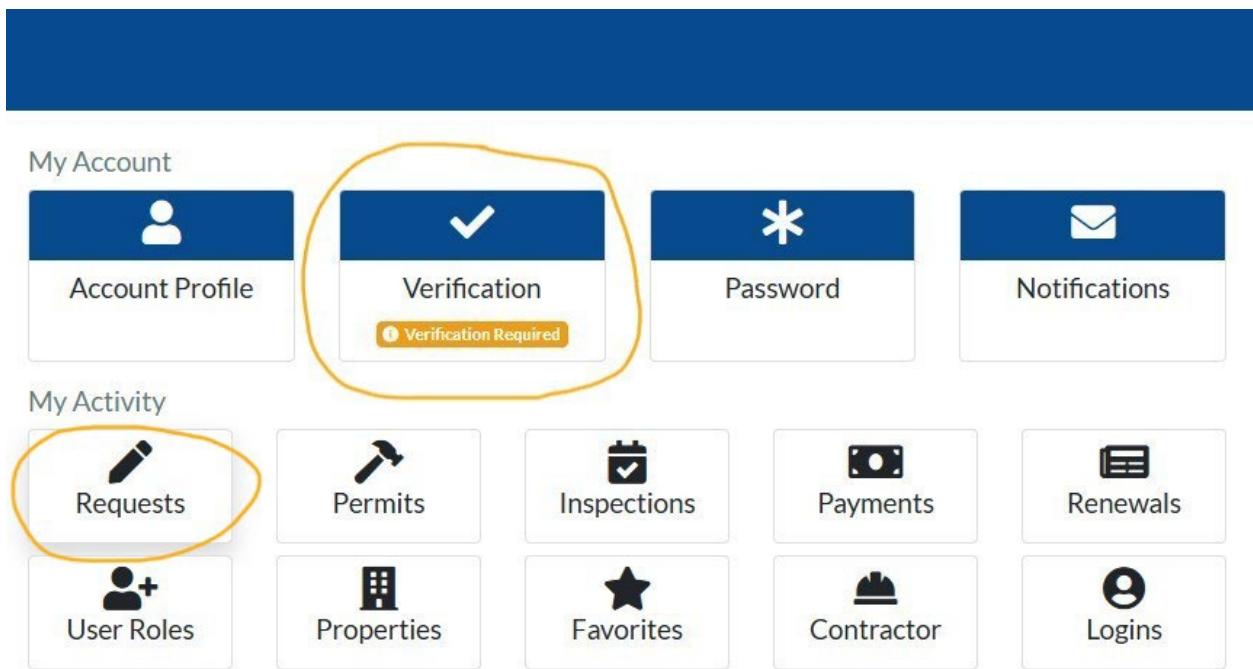
2. Fill out the form below to create your account. When searching for town, type “Middletown” and then click “Find”. If the criteria for password requirements are not met, you will receive an error message. Once your account is created, a confirmation message will appear informing you to check your email to verify your account.



3. After clicking the account verification email and officially creating your account, click on the icon in the upper righthand corner of the page and click the “My Account” button to access your account profile.



4. The “My Account” button takes you to your account page where you can track your requests and access your account profile to enter your address. It is recommended to fill in your address, as this will help certain request types automatically find and populate some of your existing information from our system. Please remember to also click the “Verification” button to officially verify your account.



5. To start a request, you can either click on the “Requests” button under “My Account” (circled above) or click on the “Requests” button on the banner on the top of the page (circled below).

