



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)** and a **\$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 blue ink, appearing to read "Kevin Todd".

Kevin Todd
Community Development Director