



**TOWN OF RIVERHEAD
PLANNING DEPARTMENT**
4 WEST SECOND STREET, RIVERHEAD, NEW YORK 11901-2702
(631) 727-3200 Ext 240

Subsequent to site plan approval and issuance of a building permit, it is the obligation of the applicant to arrange for site plan inspections upon the installation or construction of each of the following: (1) Drainage inspection prior to backfill (2) grading and site improvements prior to the first lift of paving (3) after first lift of paving and (4) post construction prior to issuance of a Certificate of Occupancy. An inspection fee of \$250 per inspection must be paid prior to each inspection.

Inspections (1) and (2) and (3) and (4) require the submission of a check or money order for \$250 payable to the Town of Riverhead and submitted to the Planning Department before the inspection will be done. All inspections are arranged through the Planning Department and require the completion of this form.

INSPECTION #_____

INSPECTION REQUEST FORM

Name of Project: _____

Location address: _____

Suffolk Tax Map #: 0600-_____

Name of Person Requesting Inspection: _____

Title/Connection with the project: _____

Phone number(s) where you can be reached (including area code):

Cell: _____ Office/Work: _____ Other: _____

Inspection requested (check one):

1. Drainage improvements prior to backfill.
2. Grading and site improvements prior to the first lift of paving.
3. After first lift of paving.
4. FINAL-POST CONSTRUCTION* - Landscaping Other site improvements

Payment enclosed (check one):

Check for \$250
 Money order for \$250

Date Submitted: _____

***NO FINAL INSPECTION REQUESTS WILL BE ACCEPTED WITHOUT SIX (6) SIGNED & SEALED COPIES OF AN AS-BUILT SURVEY FOR THE PROJECT.**

Please Note: DO NOT submit this form until all work is complete and *ready for inspection*; if the inspector arrives and the work is incomplete, you will be charged an additional inspection fee of \$250. Allow at least 48 hours for inspection requests to be processed by the Engineering Department.