

THE CITY OF SUMMIT

N E W J E R S E Y

CITY HALL 512 SPRINGFIELD AVENUE SUMMIT, NJ 07901

News Release

For immediate release

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Department of Community Services Offices Open for Essential In-person Business Only

SUMMIT, N.J., November 30, 2020 – While city offices are closed to the public during an increase in the spread of COVID-19 cases in the state of New Jersey, the Department of Community Services (DCS) Construction Office will be open weekdays from 7AM to 4PM on the second floor in City Hall for limited document drop off and essential in-person business that includes permit applications, zoning certificates of occupancy and land use applications, permits and payment transactions. All other business must be conducted remotely [online](#), by [email](#), phone or video conference. Documents, deliveries and payments for other city departments will not be accepted.

Department of Community Services (DCS) summitdcs@cityofsummit.org

- [Zoning Certificates of Occupancy](#): 908-273-6408
- [Building permit tracking](#): 908-273-6408 or <https://sdl.town/sdlSummit>
- [Planning and Zoning](#): 908-273-6407
- [Trash & Recycling Information](#) and Transfer Station: 908-273-6404
- [Environmental initiatives](#): 908-273-6404
- [Engineering](#) permits and construction project updates: 908-273-6404
- [Affordable housing](#): 908-273-6404
- [Tree removal permits](#): 908-273-6404
- [Leaf collection](#): 908-273-6404
- [Summit Free Market](#): 908-273-6404

Due to public safety protocols, alternating staff assignments will limit the number of available service staff. Please allow additional time for fulfillment of service requests. To schedule a construction or zoning certificate of occupancy inspection, contact 908-273-6408 by 3PM weekdays. For construction inspections, have a permit number available when calling. When leaving a voice mail message to schedule an inspection, please state the purpose of the call and include a contact name, phone number and permit number. A DCS representative will return the call as soon as possible.

During this period of heightened risk, only one person will be allowed to accompany city inspectors on inspection tours. All others must vacate inspection areas. Face coverings must be worn during inspections and a safe physical distance of six feet must be maintained at all times.

The City of Summit continues to closely monitor coronavirus infection rates, providing daily updates on new mitigation practices and protocols being implemented citywide on the city [website](#) and social media channels (Facebook, Twitter and Instagram).

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