



**Steps that the Borough is taking regarding its operations that the public should be aware of:**

- Borough Hall doors will be locked. The public is required to call the department they are visiting prior to making entrance to the building. The list of all department contact information can be found [here](#) as well as on entrances to Borough Hall.
- Visitors to Borough Hall will be required to sign in with their name and contact information
- The Health Department will not offer Notary Services however Notary Services will still be offered by the Borough Clerk's office by appointment only.
- Borough Hall will rotate staff in order to limit how many people are in offices at any given time.
- The Borough will establish dedicated spacing in front of dining establishments which will be dedicated to curbside pick up.
- The Downtowner Commuter shuttle will cease operation until further notice.
- The CDC has recommended no large gatherings for 8 weeks; the Annual Egg Hunt and Arbor Day Tree Festival have been postponed.
- Payment of taxes and violation may be made via the on-line portal. Taxes may also be paid via the drop-box located on the side of Borough Hall.

**Regarding Construction & Building Inspections:**

There will NOT be inspections for the following:

Any occupied units, commercial or residential  
Additions and extensions that are new but occupied

Inspections WILL continue for the following:

Inspections for all new construction, residential and commercial  
Additions or extensions that are rehab and/or unoccupied (business as usual)  
Require health inspector note for occupied dwellings

All plan reviews can be done on off hours. Any inspection list should be sent via fax or picture  
Inspectors can stop an inspection if they feel uncomfortable for any reason

**We're sorry for these inconveniences at this time. Rutherford is following state and county guidelines.**