



**Borough of Metuchen  
Middlesex County, New Jersey  
GOVERNMENT RECORDS REQUEST FORM**



Return completed form to:  
500 Main Street, Metuchen, NJ 08840  
or [dzupan@metuchen.com](mailto:dzupan@metuchen.com)

**Important Notice**

The reverse side of this form contains important information related to your rights concerning government records. Please read it carefully.

**Requestor Information – Please Print**

First Name Dhasarathi MI \_\_\_\_\_ Last Name \_\_\_\_\_  
 Company Stellar Innovations  
 Mailing Address 2605 Maitland Center Parkway, Suite C  
 City Maitland State FL Zip \_\_\_\_\_ Email 32751  
 Business Hours Telephone: Area Code 302 Number 261-9069 Extension \_\_\_\_\_  
 Preferred Delivery: Pick Up \_\_\_\_\_ US Mail \_\_\_\_\_ On Site Inspect \_\_\_\_\_ Email XXX  
**Circle One:** Under penalty of N.J.S.A. 2C:28-3, I certify that I **HAVE / HAVE NOT** been convicted of any indictable offense under the laws of New Jersey, any other state, or the United States.  
 Signature Dhasarathi Date 07/21/2024

**Payment Information**

Maximum Authorization Cost \$ \_\_\_\_\_  
 Select Payment Method  
 Cash \_\_\_ Check \_\_\_ Money Order \_\_\_  
 Fees: Letter Size @\$0.05  
 Legal Size @\$0.07  
 Delivery: Delivery / postage fees additional depending upon delivery type.  
 Extras: Extraordinary service fees dependent upon request.

**Record Request Information:** To expedite the request, be as specific as possible in describing the records being requested. Also, please include the type of access requested (copying or inspection), and if data, the medium requested.

Please advise if the below address has any OPEN/PENDING/EXPIRED Permits and demolition permits that needs attention and any fees due currently.

Also advise if there are any Code Violation or fines due that needs attention currently.

Any unrecorded liens/fines/special assessments due.

Address: 175 Durham Ave, Metuchen, NJ 08840  
 BLOCK: 82 LOT: 53.03

**AGENCY USE ONLY**

Est. Document Cost \_\_\_\_\_  
 Est. Delivery Cost \_\_\_\_\_  
 Est. Extras Cost \_\_\_\_\_  
 Total Est. Cost \_\_\_\_\_  
 Deposit Amount \_\_\_\_\_  
 Estimated Balance \_\_\_\_\_  
 Deposit Date \_\_\_\_\_

**AGENCY USE ONLY**

**Disposition Notes**  
 Custodian: If any part of request cannot be delivered in seven business days, detail reasons here.

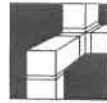
In Progress - Open \_\_\_\_\_  
 Denied - Closed \_\_\_\_\_  
 Filled - Closed \_\_\_\_\_  
 Partial - Closed \_\_\_\_\_

**AGENCY USE ONLY**

Tracking Information	Final Cost
Tracking # _____	Total _____
Rec'd Date <u>8/22/24</u>	Deposit _____
Ready Date <u>8/22/24</u>	Balance Due _____
Total Pages <u>1</u>	Balance Paid _____
<b>Records Provided</b>	
<i>open bldg permit 20-0613 no open violations from the Bldg Dept at this time.</i>	
<u>J. Conroy</u> Custodian Signature	<u>8/22/24</u> Date



**MECHANICAL INSPECTION  
TECHNICAL SECTION**



Date Received 10/19/2020  
Control # \_\_\_\_\_  
Date Issued 10/20/2020  
Permit # 20-0613

**A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.**

Block 82 Lot 53.63 Qualification Code \_\_\_\_\_  
Work Site Location 175 Durham Ave  
Metuchen NJ 08840  
Owner in Fee: Colette Quadrel  
Tel. \_\_\_\_\_ e-mail \_\_\_\_\_  
Address same

Contractor: 1 800 Heaters Inc Tel. 732 970-8074  
Address 2 Gourmet Lane, Unit G & H e-mail permits@1800heaters.com  
Edison, NJ 08837  
Contractor License No. 12352 Exp. Date 6/30/2021  
Home Improvement Contractor Registration No. or Exemption Reason 13VH05509300  
Federal Emp. ID No. 20-4463685 FAX: 732 417-0695

**B. MECHANICAL CHARACTERISTICS**

Use Group Present: R-3-or R-5  
Heating System work: [ ] New OR [ ] Modification to Existing OR [ ] Conversion OR [ ] Replacement  
Type: [ ] Hydronic [ ] Hot Air  
Fuel Type: [ ] Gas [ ] Oil [ ] Electric [ ] Solar [ ] Other \_\_\_\_\_

Estimated Cost of Mechanical Work \$ 1861

JOB SUMMARY (Office Use Only)		INSPECTIONS		DATES		
PLAN REVIEW		Type:	Failure	Failure	Approval	Initial
[ ] No Plans Required		Water Heater	_____	_____	_____	_____
[ ] Mechanical Plans Approved		Appliance	_____	_____	_____	_____
Date: <u>10/20/20</u> Approved by: <u>[Signature]</u>		Chimney/Vent	_____	_____	_____	_____
Joint Plan Review Required:		Piping	_____	_____	_____	_____
[ ] Bldg. [ ] Elec. [ ] Plumb. [ ] Fire.		Tank	_____	_____	_____	_____
[ ] Elev.		Cooling/AC	_____	_____	_____	_____
SUBCODE APPROVAL for PERMIT		Generator	_____	_____	_____	_____
Date: _____		Fireplace	_____	_____	_____	_____
Approved by: _____		Chimney Cert.	_____	_____	_____	_____
SUBCODE APPROVAL for CERTIFICATE		Other	_____	_____	_____	_____
[ ] CA [ ] CCO		Other	_____	_____	_____	_____
Date: _____		Final	_____	_____	_____	_____
Approved by: _____						

**C. CERTIFICATION IN LIEU OF OATH**

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant sign/Contractor sign and seal here: [Signature: Leonard Gerardo]

Print name here: Leonard Gerardo  
[X] Licensed Contractor [ ] Exempt Applicant

**D. TECHNICAL SITE DATA**

DESCRIPTION OF WORK  
**Replace Water Heater**

NO.	FIXTURE/EQUIPMENT
<u>1</u>	Water Heater
_____	Fuel Oil Piping Connections
_____	Gas Piping Connections
_____	Steam Boiler
_____	Hot Water Boiler
_____	Hot Air Furnace
_____	Oil Tank
_____	LPG Tank
_____	Fireplace
_____	Generator
_____	Other

FEE (Office Use Only)  
\$ 75

Administrative Surcharge \$ \_\_\_\_\_  
Minimum Fee \$ \_\_\_\_\_  
State Permit Surcharge Fee \$ \_\_\_\_\_  
**TOTAL FEE \$ \_\_\_\_\_**

Good afternoon,

Please find attached the Building Department information requested for the following properties:

15 Poets Lane –

At the current time there are no open violations issued by the Building Department and there is one open building permit (14-0765).

65 Forrest Street –

At the current time there are no open violations issued by the Building Department and there are no open building permits.

175 Durham Avenue –

At the current time there are no open violations issued by the Building Department and there is one open building permit (20-0613).

Please see below for the additional responses regarding the information you requested.

Thank you,  
Jill Covey  
Metuchen Building Department  
(732)632-8515

**Zoning Department:**

I have no open permits for any of the requested properties

Thomas J. DiMartino, ZO  
Borough Zoning Officer  
Office of Planning & Zoning  
Borough Hall  
500 Main Street  
Metuchen, NJ 08840

**Finance Department:**

Metuchen has no active special assessments.

Becky

Becky Cuthbert  
CFO/CTC/QPA  
Borough of Metuchen  
500 Main Street  
Metuchen, NJ 08840  
Phone 732-632-8512  
Fax 732-632-8148  
[bcuthbert@metuchen.com](mailto:bcuthbert@metuchen.com)

**Code Enforcement:**

Good Afternoon,

I do not have property maintenance records for these addresses.

Regards,

***Dina Marino***

Enforcement Official  
Office of Code Enforcement  
Borough of Metuchen  
500 Main Street  
Metuchen, NJ 08840  
(732) 632-8118  
[dmarino@metuchen.com](mailto:dmarino@metuchen.com)

From: Veena V <[veenav835@gmail.com](mailto:veenav835@gmail.com)>  
Sent: Thursday, August 22, 2024 11:36 AM  
To: Jill Covey <[jcovey@metuchen.com](mailto:jcovey@metuchen.com)>  
Subject: OPRA Request // RUSH

Hello,

Please find the attached OPRA Request.

Our firm has been requested to research the referenced property for any BUILDING PERMITS, CODE VIOLATION & SPECIAL ASSESSMENT on record in any city, town, village, or port authority.

We are currently working with closing on this property scheduled and would need the below records verified. Please provide the requested below info at the earliest.

1. Address: [65 FORREST ST, METUCHEN, NJ 08840](#)  
BLOCK 44.02 & LOT 41  
Owner: CONWAY, KEITH & DORA
2. Address: [15 POETS LN, METUCHEN, NJ 08840](#)  
[BLOCK 155](#) & [LOT 20](#)  
Owner: GUERRERO, JOSE & KRISTEN

3. Address: **175 Durham Ave, Metuchen, NJ 08840**  
**BLOCK: 82 LOT: 53.03**

1. Please advise if the above address has any OPEN/PENDING/EXPIRED Permits and demolition permits that need attention and any fees due currently.
2. Also advise if there are any open Code Violation or fines due that needs attention currently.
3. Advise if there are any unrecorded liens/fines/special assessments due