

THE BUILDING DEPARTMENT

Any questions please call us at 973-543-4555



Renovations, Additions, Pools, Decks, Sheds etc.

To expedite the review of your permit application the following information is required when submitting your plans and permit application to the Code Enforcement for review.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT ALL OF THE BELOW INFORMATION AND DOCUMENTS.

1. One (1) copy of a current survey showing the proposed construction including existing and proposed setbacks to all front, rear and side property lines and zoning application completed.
2. Three (3) copies of plans prepared and sealed by a New Jersey licensed architect or prepared and certified by the homeowner. Rolled plans are **NOT ACCEPTED** plans must be **FOLDED**. Use group, construction classification must be on both sets of plans. **For pools:** 1-copy of sealed pool specifications and 1-copy of the filtration system.
3. Riser diagram must be submitted for any new plumbing work.
4. Completed subcode forms with owner/contractor information. Use group, construction classification and all building information characteristic section must be filled out.
5. Lot and Block must be on folder and each sub-code form.
6. Costs for each sub-code and total job noted on each subcode form and on the permit folder. Cost of alteration work **IS NOT** to be included in addition cost. It is separate and must be on both folder section and UCC building sub-code section.
7. Contractor/homeowner signatures on inside of folder as required and the appropriate boxes checked off.
8. Additions require sq. ft. of existing largest floor and sq. ft. and cu. Ft. of new additions noted on **BOTH** the building sub-code form (Section B) and on the permit folder (Section VI).
9. Certificate of Occupancy application is required for new construction, additions, decks, accessory structures and sheds.

NOTE:

- Applications **WILL NOT** be accepted without the above information and documents.
- Time period of plan review is 20 working days, which commences once all prior approvals have been granted for the project.