

PROCEDURES FOR BUILDING PERMITS

10. INSPECTIONS REQUIRED

- Footing (prior to placing concrete)
- Backfill (plaster and tar below grade, footing drains installed)
- Submit location survey (prior to framing)
- Underground Electric & Rough plumbing (water/air test)
- Slab
- Rough Electric, Rough Fire : (**all fire penetrations, fire stops & draft stops installed**)
- Framing
- Insulation (check for proper insulation of heated places)
- Finals on plumbing, electric, fire and then building.

Please note – By law the Building Department has 72 hours to make inspections. Set up your inspections so that you will not be held up. **All inspections are called into the Building Department at 973-543-4555.**

11. CERTIFICATE OF OCCUPANCY

In order to obtain your C.O., the following must be complied with:

- Complete "Application for Certificate" form.
- Submission of Certified " FINAL" survey.
- Final on Grade and Seed from Morris County Soil.
- Certificate of compliance on the septic and well from the Health Department.
- Home Owners Warranty, if applicable.
- Final plumbing, electric, fire and then building.

**NO CERTIFICATE OF OCCUPANCY CAN BE ISSUED
WITHOUT THE ABOVE PRIOR APPROVALS.**

**NO BUILDING CAN BE OCCUPIED UNTIL A CERTIFICATE
OF OCCUPANCY HAS BEEN ISSUED.**

We hope this makes the process of obtaining a Building Permit somewhat easier to understand. Should you have any additional questions, please do not hesitate to call. Thank you.

Once you have selected the lot on which you plan to construct your new home or addition the following steps should be taken:

1. CONTACT THE ZONING DEPARTMENT

973-543-4555 x 116

- To find out what the setbacks (the distance from all lot lines) are for your property. This then would determine the size home/ addition you could build. Also Floor Area Ratio (FAR) needs to be calculated.
- If your lot is not large enough in accordance with the zoning Ordinance, the zoning official will deny you a building permit and the Board of Adjustment secretary will supply you with information on how to apply for a variance, should you still wish to proceed with the project.

2. CONTACT THE HEALTH DEPARTMENT

973-543-4555 x 118

- For information on perc tests and to apply for your septic/well permit, which must be issued prior to issuance of the construction permit.

3. APPLY FOR LAND DISTURBANCE/LOT GRADING PLAN:

MORRIS COUNTY SOIL: 973-285-2953

- Should your driveway open out into a Township Road, please contact the DPW office (973-543-4509) for a driveway opening permit.
- **Should your driveway open out onto a County Road, please contact the county road Department (973-285-6750) for a driveway opening permit.**

**NOW YOU ARE READY TO APPLY FOR YOUR CONSTRUCTION
PERMIT APPLICATION!**

4. FORMS AVAILABLE AT THE TOWN HALL BUILDING DEPARTMENT

- **Obtain an application for a construction permit.**

5. COMPLETING YOUR APPLICATION FOR A CONSTRUCTION PERMIT

- Complete only pages 1 & 2 of the manila folder.
- **Building Sub-Code Form** - complete **ALL** areas EXCEPT job summary.

- **Electrical Sub-Code Form** – complete **ALL** sections **EXCEPT** job summary. This form is to be completed, sealed and signed by the electrician (or homeowner if he will be doing all the electrical work and will occupy the home.)
- **Plumbing Sub-Code Form** – complete **ALL** areas except job summary. This form is to be completed, sealed and signed by the plumber (or homeowner is doing all plumbing work and will occupy the home.)
- **Fire Sub-Code Form** – complete **ALL** areas except job summary. **Supply All Fire data, calculations, etc..**

6. ALONG WITH THE ABOVE FORMS, ALSO INCLUDE THE FOLLOWING UPON SUBMISSION OF YOUR CONSTRUCTION APPLICATION TO THE BUILDING DEPARTMENT.

- Septic/well permit. If house is to be serviced by Public Water, copy of application showing fee paid for hook up.
- Driveway permits, if applicable.
- Plot Plan – Sealed by a New Jersey engineer showing the proposed location of the house (as was submitted to the Health Department). The plot plan should show topography of land and all setbacks.
- Three (3) sets of plans sealed by a New Jersey architect. The homeowner may draw plans of the home to be occupied by himself. All plans must be in accordance with the BOCA/CABO Building Codes.

If you construct the home yourself, you will not be covered under the New Jersey building insurance, which registered builders, must carry. If this house is sold before the lapse of 10 years, you must tell the new buyer this house is not covered. Please note a homeowner cannot build a second house until five years have lapsed from his first house without a Builders Registration Card.

7. FOR MODULAR DWELLING APPLICATIONS

All of the above remains the same except for the following:

- **THREE (3)** copies of the plans with the Stamp of Approval of the Inplant Inspection Agency. This stamp has to be on each sheet of the Premanufactured System Documentation and signed by a designated employee of the agency.
- No plans will be accepted for modular homes without the Stamp of Approval.

- **TWO (2)** copies of the foundation plans sealed either by a New Jersey architect or engineer.
- No foundation plans will be accepted without the seal.

8. THE PLANS ARE TO SHOW:

- Four elevations
- Foundation Plan – showing:
 - A. Size & direction of floor joist
 - B. Column location and girder size
 - C. Size & location of windows. Windows to equal 1/50 of floor area.
- First/Second Floor Plan-showing windows, doors and room sizes.
- Typical Section _ showing all details from footing to type of shingle: Include **fire stop details**. Plywood, type siding, block size, footing size, insulation & Architects to complete “check list” for Energy Code Compliance.
- **Show all fire stop details and information**
- Non-Architect to show:
 - A. Percentage of glass to exterior wall.
 - B. Type of insulation in ceiling, walls, and floors over unheated space, i.e., and crawlspace.
 - C. Slab insulation on grade.
- Tar paper
- Joist/rafter size
- Architect plans to show:
 - A. Total volume
 - B. UO Factor of exterior walls & ceilings.
- Plumbing and electrical schematics to be provided as well as heating specifications.

9. REVIEW OF APPLICATION

Once the above application is complete, submit it to the Building Department for review. (If any of the above is omitted from your application, your application cannot be reviewed).

The Building Department has 20 working days to review your application, once it is complete. Your permit for new construction can then be issued and a fee will be calculated at that time.

The Building Sub-Code fee is based on the Cu. Ft. for new construction, or on the estimated cost of work for alterations along with the number of fixtures for fire, electric and plumbing.