

Basic requirements for Construction Permit Applications

Residential

These requirements are to be used as a guide to assist you in completing the application process. They do not cover every type of work.

All applications

Submit completed applications for the work intended, and 2 copies of plans. (If you are submitting plans see the plan requirements.) Exceptions to the plan requirement may include Water heaters, Boilers, Furnaces and minor work..

A completed application will include the following forms:

- = Completed Construction Permit Application (Folder UCC form F100-1 complete sections I, II, III, IV, VI & VII. You must also complete and sign the inside certification section either as the agent or owner.)
- = Construction Permit form filled out. (UCC form F170)
- = Completed Technical Sections for work being performed ie: Building F110, Electrical F120, Plumbing F130 or Fire Protection F140. *Homeowners are allowed to perform their own Electrical or Plumbing work and make application to do so. If the homeowner is not performing his/her own work then a NJ Licensed Plumber or Electrician must sign and seal the appropriate technical section. A penalty of \$500 will be issued for false application or performing work without a license.*

Each technical section has specific information, which needs to be submitted for each type of work that is being applied for. IE: Contractor information, alteration costs, number of fixtures, smoke detectors, etc. These forms must be signed and or sealed as appropriate.

Please note alteration costs on the Building Subcode Technical Section are considered the estimated cost of the work for which the permit is sought, including but not limited to building construction, on-site construction, and all integral equipment, built in furnishings and equipment. If both an addition and alteration are being applied for then you must break down the cost of the addition and alteration as indicated on the form.

- = Other documentation may need to be submitted for specific types of work. Consult a technical assistant for more information. *I.e.: Sewer permits, Board of Health, Tree removal permits.*

Applications for new buildings, additions, accessory structures, decks, pools, sheds and fences.

Submit completed applications as described above and include a copy of a property survey indicating the new addition or structure on the property. **We will forward the application to Engineering for prior approvals as necessary.**

The application folder UCC form F100-1 and the Building Subcode Technical Section UCC form F110 must indicate the CUBIC VOLUME and SQUARE FOOTAGE of the building as required on the forms. Use the following formulas to calculate CUBIC VOLUME and SQUARE FOOTAGE.

CUBIC VOLUME = Length X Width X Height = cu. ft.

SQUARE FOOTAGE = Length X Width = sq. ft.

Minimum plan submittal requirements

Plans can be prepared by a homeowner of a Single Family Dwelling and must be in sufficient clarity to assure compliance. **The homeowner must sign the plans they prepare.** Plans not prepared by homeowners must be signed and sealed by a NJ licensed architect or engineer. Plans are to reflect professional quality worthy of the Architectural Profession. Questionable quality may be referred to the State Board of Architects for review.

Items to be indicated on Construction Plans

1. Use Group R-3, R-4 or U
2. Floor Area and Cubic Volume for additions or new buildings.
3. Floor Plan.
4. Cross section of all proposed walls and partitions indicate ceiling heights and finishes.
5. Show separation wall and floor ceiling assembly between garages and living spaces, the required Fire Resistance rating and the appropriate U.L. Design number.
6. Show any proposed plumbing fixture plan and the appropriate riser diagram.
7. Show single line electrical circuit plan, switch, outlet and fixture plan, sub-panel location, amperage of sub-panel, panel labeling plan of each circuit and reflective ceiling plan.
8. List all dimensions of scaled plan.
9. Show location and sizes of all doors & windows. Include framing details for new or reconfigured openings.
10. Identify all glass panels by others, which are to have safety glazing.
11. Show location of furnaces, boilers etc. Provide combustion air calculations if enclosed.

12. Provide product spec sheets where applicable.

13. Provide all other pertinent information and data to satisfy code requirements.