Filing a Construction Permit
The Process and Requirements
A guide to a successful Construction Permit Application
Why is a permit necessary?

- Liability to the owner and any future owner of the property
- State law requires it
- Can help avoid unnecessary costs for future repairs due to installations or work done that is not code compliant
- Building Departments are simply referees in a game called construction
  - Code officials monitor the work that is done to make sure all players are following the rules.
Objective & Goals

Objective:
- To familiarize you with the procedure for the complete submission of a construction permit.

Goals:
- Explain the organizational staff of the building department
- Discuss when a permit is needed
- Review the various components of a construction permit
- What is necessary for the plans that are submitted
- Explain the application process for a construction permit
- Understand licensed contractors versus homeowners doing the work
- Explain the inspection process
- Explain the final steps once all work is completed.
Where can You find this information?

- Visit the Township’s new web site @ http://www.ewingnj.org/Departments/Code-Enforcement/Construction.aspx
  - Go to the Building Department home page and within it are various bits of information
  - SDL Portal is open for use by all! (Click Here)
DEFINITIONS AND TERMS

♦ Permit – An application for some type of construction (Properly termed a “Construction Permit”)
  – A Construction Permit will contain at least one or more of the following technical applications:
    • Building technical application/s
    • Fire technical application/s
    • Electrical technical application/s
    • Plumbing technical application/s
    • Mechanical technical application/s
    • Elevator technical application

♦ Prior Approvals – An agency that has various requirements that the building department must verify are approved before the Construction Permit can be released
When is a Construction Permit Needed

✔ Visit the State DCA Website @ http://www.state.nj.us/dca/divisions/codes/official/
  – Within homepage there is a “Code Official Information” which leads to a listing of links
  – Click on “Municipal Procedures Manual;
  – Ordinary Maintenance does **NOT** require a construction permit (**N.J.A.C. 5:23-2.7**)
  – All other work **WILL** require a construction permit

✔ If you are unsure whether a construction permit is necessary, speak to the subcode official that most closely represents the work that is to be done.
ORDINARY MAINTENANCE

Some examples of ordinary maintenance:

- Replacing windows with exactly the same type and size (no framing changes made)
- Exterior or Interior painting
- Replacement of rain gutters or leaders
- Repairing leaks in plumbing piping
- Replacing a plumbing fixture with the same type of fixture as long as no piping changes are involved
- Replacement of a dishwasher
- Replacement of a Kitchen Range Hood in residential homes
- Repair or replacement of HVAC duct work
- Repair or replacement of motors, pumps or fans of the same capacity
- Replacement of an existing smoke, carbon monoxide or heat detectors with a like device
- Replacement of an existing electrical receptacles or switches with a rating less than 150 volts and less than 20 amps
- Repair of replacement of a portion of a stoop (not supporting anything over the stoop)
- Roof or siding covering materials (not to include any sheathing replacement).
Examples of what is **NOT** Ordinary Maintenance

- Replacement of a fire alarm control panel
- Replacement of a fire alarm horn/strobe device with a device NOT of the same rating
- Repair or replacement of any structural component of a building
- Removal or addition of a storage tank
- Removal of any wall or portion thereof
- Addition, alteration or replacement of a water supply, sewer, drainage, gas, soil, waste or vent piping system
- The repair or replacement of electrical wiring
- Replacement of sheetrock within a commercial use/business

– Note that this is **NOT** a complete list!
What is a Construction Permit?

- What is needed to submit a complete construction permit
  - F-100 Folder properly signed
  - Applicable technical applications properly and neatly completed
  - Any required prior approvals (seems to be an issue frequently)
    - Zoning/Planning approval
    - Soil Conservation approval
    - Engineering approval
    - State of NJ approvals (examples)
      - Wetlands
      - DEP
      - DOT
      - NOT AN ALL INCLUSIVE LIST
  - 2 sets of plans
  - 2 sets of manufacturer specifications/installation manuals
  - Copy of contractor licenses or certificates

- All areas of the forms/folder need to be checked to verify they are properly and completely filled out!
CONSTRUCTION PERMIT APPLICATION

Applicant Completes: Sections I, II, III (optional), IV, VI, and VII

I. IDENTIFICATION
1. Proposed Work Site at:
2. Name of Owner in Fee:
   Tel. __________________________ e-mail __________________________
   Address __________________________ street __________________________
   __________________________ municipality __________________________
   __________________________ zip code __________________________
3. Ownership in Fee: Public ________ Private ________
   Tel. __________________________
4. Principal Contractor:
   Address __________________________
   __________________________ e-mail __________________________
   License No. OR. if new home, Builder Reg. No. __________________________ Exp. Date __________________________
   Home Improvement Contractor Registration No. or Exemption Reason __________________________
   Federal Emp. ID No. __________________________ FAX: __________________________
5. Architect or Engineer:
   Address __________________________
   __________________________ Contact __________________________
   Tel. __________________________ FAX: __________________________
6. Responsible Person in Charge once Work has Begun
   Tel. __________________________

IIa. PROPOSED WORK
   □ Minor Work
   □ New Building
   □ Addition
   □ Demolition
   □ Repair
   □ Alteration
   □ Renovation
   □ Reconstruction
   □ Asbestos Abat. -Subch. 8
   □ Lead Hazard Abatement
   □ Radon Remediation
   □ Annual Permit

IIb. SUBCODES
(Write all that apply)

<table>
<thead>
<tr>
<th>Subcode</th>
<th>Est. Cost</th>
<th>Plans Rec'd.</th>
<th>Date Rec'd.</th>
<th>Rejection Date</th>
<th>Approval Date</th>
<th>Reviewer</th>
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<tbody>
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<td>Plumbing</td>
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<td>Fire Protection</td>
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<tr>
<td>Elevator</td>
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</tbody>
</table>

TOTAL COST $0

III. PLAN REVIEW (optional)

IV. DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?

- Elevators/ Escalators/Lifts/
- Dumbwaiters/Moving Walks
- Refrigeration Systems
- Cross-Connections/Backflow Preventers
- High Pressure Boilers
- Hazardous Uses/Places of Assembly
- Pressure Vessels
- Sprinklers/ Standpipes
- Smoke Control Systems in Open Wells
- Underground Storage Tanks
- Swimming Pools, Spas and Hot Tubs
- LPGas Tanks
- Fire Alarm
- Partial Releases
- Prototype Processing

V. FEE SUMMARY (for office use only)
1. Building $________
2. Electrical $________
3. Plumbing $________
4. Fire Protection $________
5. Elevator Devices $________
6. Subtotal $________
7. Less 20% for State Plan Review $________
8. Subtotal $________
9. State Permit Surcharge Fee $________
10. Subtotal $________
11. Cert. of Occupancy $________
12. Other $________
13. TOTAL $________

VI. BUILDING/SITE CHARACTERISTICS
(office use only)
1. Number of Stories __________________________
2. Height of Structure __________________________ ft.
3. Area — Largest Floor __________________________ sq. ft.
4. New Building Area __________________________ sq. ft.
5. Volume of New Structure __________________________ cu. ft.
6. Max. Live Load __________________________
7. Max. Occupancy Load __________________________
8. If Industrialized Building: State Approved ________ HUD
9. Total Land Area Disturbed __________________________ sq. ft.
10. Flood Hazard Zone __________________________
11. Base Flood Elevation __________________________
12. Wetlands yes ______ no ______

VII. DESCRIPTION OF BUILDING USE
A. RESIDENTIAL (primary use)
1. State Specific Use:
2. Use Group, Proposed: Select Group
3. Change in Use Group, Indicate Present: Select Group
4. No. of dwelling units:
   - Total Units: __________________________
   - Income-restricted Gained: __________________________
   - Gain, Sale: __________________________
   - Gain, Rental: __________________________
   - Lost, Sale: __________________________
   - Lost, Rental: __________________________

B. NON-RESIDENTIAL (primary use)
1. State Specific Use:
2. Use Group, Proposed: Select Group
3. Change in Use Group, Indicate Present: Select Group

C. MIXED USE - List secondary use(s): __________________________

D. Construct, Classification: Present ______ Proposed ______

U.C.C. F100-1 (rev. 8/08)
CERTIFICATION IN LIEU OF OATH

I. OWNER SECTION (to be completed if the applicant is the owner in fee)

I hereby certify that I am the owner in fee of the property listed on Page 1.

Mark the following applicable boxes:

A. ( ) I further certify that a new home (private residence) will be constructed on this property for my own use and occupancy. This dwelling shall be occupied by myself and is not to be used for any purpose other than single family residential use. I attest that all construction, plumbing, or electrical work will be done, in whole or in part, by me or by subcontractors under my supervision, in accordance with all applicable laws; and, I further acknowledge that said new home is not covered under the New Home Warranty and Builders Registration Act (N.J.S.A. 46:38-1 et seq.) and that such fact shall be disclosed to any person purchasing this property within ten years of the date of issuance of a certificate of occupancy.

I UNDERSTAND THAT IN MARKING BOX A, I ACKNOWLEDGE THAT I AM ASSUMING RESPONSIBILITY FOR THE WORK DONE ON SAID PROPERTY, THE CONDITION OF THE PROPERTY PRIOR TO, DURING AND AFTER ANY WORK PERFORMED, AND FOR THE PERFORMANCE OF THE SUBCONTRACTORS I HIRE, EMPLOY, OR OTHERWISE CONTRACT WITH WHOM I MAKE AGREEMENTS TO PERFORM WORK. I AM VOLUNTARILY AND KNOWINGLY ASSUMING THIS RESPONSIBILITY.

B. ( ) I further certify the following as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23-2.15(f)(1):

I personally prepared the plans submitted for: 1) the new home referred to in A.; or, 2) an addition, alteration, renovation, or repair to an existing single family residence owned and occupied by myself and located on the property listed on Page 1; or, 3) a new structure that will be physically separate from, but that will be deemed part of, an existing single family residence that is owned and occupied by myself and located on the property listed on Page 1.

C. ( ) I further certify that I will perform or supervise the following work:

   C.1. ( ) Building
   C.2. ( ) Fire Protection
   C.3. ( ) Electrical
   C.4. ( ) Plumbing

D. ( ) I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Signature ____________________________ Date __________________

II. AGENT SECTION (to be completed if the applicant is not the owner in fee)

I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(d): the proposed work is authorized by the owner in fee; and I have been authorized by the owner in fee to make this application as his agent.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I understand that if any of the above statements are willfully false, I am subject to punishment.

( ) Check if contractor.

Agent Name ____________________________
Address ________________________________

Telephone ____________________________
Signature ____________________________

III. ( ) LEAD HAZARD ABATEMENT: Include Homeowner or Building Owner Affidavit as per N.J.A.C. 5:23-2.15(b)4.

IV. ( ) HOME ELEVATION: Include Home Elevation Contractor Certification as per N.J.S.A. 52:27D-123.16.
A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

<table>
<thead>
<tr>
<th>Block</th>
<th>Lot</th>
<th>Qualification Code</th>
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</thead>
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<table>
<thead>
<tr>
<th>Work Site Location</th>
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<table>
<thead>
<tr>
<th>Owner in Fee</th>
<th>e-mail</th>
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<thead>
<tr>
<th>Tel.</th>
<th>Address</th>
<th>street</th>
<th>municipality</th>
<th>zip code</th>
<th>e-mail</th>
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<table>
<thead>
<tr>
<th>Contractor:</th>
<th>Tel.</th>
<th>Address</th>
<th>e-mail</th>
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Contractor License No. or Builder Registration No. | Exp. Date

Home Improvement Contractor Registration No. or Exemption Reason

Federal Emp. ID No.

<table>
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<tr>
<th>FAX:</th>
</tr>
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</table>

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.

Sign here:

Print name here:

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

<table>
<thead>
<tr>
<th>Inspections Type</th>
<th>Failure</th>
<th>Failure</th>
<th>Approval</th>
<th>Initial</th>
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<tr>
<td>No Plans Required</td>
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<tr>
<td>All</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Footings/Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural/Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exterior</td>
<td></td>
<td></td>
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<tr>
<td>Interior</td>
<td></td>
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<tr>
<td>Joint Plan Review Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>[ ] Elec. [ ] Plumb. [ ] Fire [ ] Elevator</td>
<td></td>
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<tr>
<td>SUBCODE APPROVAL for PERMIT</td>
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<tr>
<td>Date:</td>
<td>Approved by:</td>
<td></td>
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<td>SUBCODE APPROVAL for CERTIFICATE</td>
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<td>[ ] CO</td>
<td>[ ] CCO</td>
<td>[ ] CA</td>
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<td>Date:</td>
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<table>
<thead>
<tr>
<th>Type of Work:</th>
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<tbody>
<tr>
<td>New Building</td>
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</tr>
<tr>
<td>Addition</td>
<td></td>
</tr>
<tr>
<td>Rehabilitation</td>
<td></td>
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<tr>
<td>Roofing</td>
<td></td>
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<tr>
<td>Siding</td>
<td></td>
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<tr>
<td>Fence</td>
<td>Height (exceeds 6')</td>
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<tr>
<td>Sign</td>
<td>Sq. Ft.</td>
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<tr>
<td>Pool</td>
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<tr>
<td>Retaining Wall</td>
<td>Sq. Ft.</td>
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<tr>
<td>Asbestos Abatement Subchapter 8</td>
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<tr>
<td>Lead Haz. Abatement NJAC 5:17</td>
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<td>Radon Remediation</td>
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<tr>
<td>Other</td>
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<tr>
<td>Demolition</td>
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<tr>
<th>FEE (Office Use Only)</th>
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<tbody>
<tr>
<td>Administrative Surcharge</td>
</tr>
<tr>
<td>Minimum Fee</td>
</tr>
<tr>
<td>State Permit Surcharge Fee</td>
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<tr>
<td>TOTAL FEE</td>
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B. BUILDING CHARACTERISTICS

<table>
<thead>
<tr>
<th>Use Group</th>
<th>Present</th>
<th>Proposed</th>
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</table>

<table>
<thead>
<tr>
<th>Constr. Class</th>
<th>Present</th>
<th>Proposed</th>
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</table>

If Industrialized Building: | |
| State Approved | HUD |

<table>
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<tr>
<th>Est. Cost of Bldg. Work:</th>
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<tbody>
<tr>
<td>1. New Bldg.</td>
</tr>
<tr>
<td>2. Rehabilitation</td>
</tr>
<tr>
<td>3. Total (1+2)</td>
</tr>
</tbody>
</table>

U.C.C. F110 (rev. 11/09) Internet version

Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.
ELECTRICAL SUBCODE
TECHNICAL SECTION

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

Block ___________ Lot ___________ Qualification Code ___________

Work Site Location ____________________________

Owner in Fee: ____________________________
Tel. ____________________________ e-mail ____________________________
Address ____________________________

Contractor: ____________________________
Tel. ____________________________
Address ____________________________ e-mail ____________________________

Contractor License No. ____________________________ Exp. Date ____________________________

Home Improvement Contractor Registration No. or Exemption Reason ____________________________

Federal Emp. ID No. ____________________________ FAX: ____________________________

B. ELECTRICAL CHARACTERISTICS

Use Group Present Proposed ____________________________

[ ] Pole/Pad # ____________________________ [ ] Temporary [ ] Other ____________________________

Building Occupied as ____________________________ Utility Co.

Est. Cost of Elec. Work $ ____________________________

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 and perform the work listed on this application.

Applicant sign/Contractor sign and seal here: ____________________________

Print name here: ____________________________

[ ] Licensed Elec. Contractor [ ] Certif'd Landscape Irrigation Contr. [ ] Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK:

<table>
<thead>
<tr>
<th>QTY.</th>
<th>SIZE</th>
<th>ITEMS</th>
<th>FEE (Office Use Only)</th>
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<td></td>
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<td>Lighting Fixtures</td>
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<td></td>
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<td>Receptacles</td>
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<td></td>
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<td>Switches</td>
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<td></td>
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<td>Detectors</td>
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<td>Motors—Fract. HP</td>
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<td>Emergency &amp; Exit Lights</td>
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<td>Alarm Devices/F.A.C. Panel</td>
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<td>TOTAL NUMBERS</td>
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<td>Pool Permit/with UW Lights</td>
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<td>Storable Pool/Spa/Hot Tub</td>
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<td></td>
<td></td>
<td>KW Elec. Range/Receptacle</td>
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<td></td>
<td>KW Oven/Surface Unit</td>
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<td>KW Elec. Water Heater</td>
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<td>KW Elec. Dryer/Receptacle</td>
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<td>KW Dishwasher</td>
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<td>HP Garbage Disposal</td>
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<td></td>
<td>KW Central A/C Unit</td>
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<td>HP/KW Space Heater/Air Handler</td>
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<td></td>
<td>KW Baseboard Heat</td>
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<td>HP Motors 1/+ HP</td>
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<td>KW Transformer/Generator</td>
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<td>AMP Subpanels</td>
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<td>AMP Motor Control Center</td>
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<td></td>
<td></td>
<td>KW Elec. Sign/Outline Light</td>
<td>$</td>
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</table>

Administrative Surcharge $ ____________________________
Minimum Fee $ ____________________________
State Permit Surcharge Fee $ ____________________________
TOTAL FEE $ ____________________________

U.C.C. F120 (rev. 11/06) Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.
MECHANICAL INSPECTION
TECHNICAL SECTION

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

Block ___________ Lot _______________ Qualification Code _______________

Work Site Location __________________________

Owner in Fee: ____________________________

Tel. ___________ e-mail ______________________

Address __________________________________

Contractor: ______________________________

Address __________________________________

Contractor License No. ___________________ Exp. Date _______________

Home Improvement Contractor Registration No. or Exemption Reason ____________________________

Federal Emp. ID No. ________________________ FAX: _______________

B. MECHANICAL CHARACTERISTICS

Use Group Present: R-5

Heating System: [ ] New [ ] Modification to Existing [ ] Conversion [ ] Replacement

Type: [ ] Hydronic [ ] Hot Air

Fuel Type: [ ] Gas [ ] Oil [ ] Electric [ ] Solar [ ] Other _______________

Estimated Cost of Mechanical Work $_____________

<table>
<thead>
<tr>
<th>JOB SUMMARY (Office Use Only)</th>
<th>INSPECTIONS</th>
<th>DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLAN REVIEW</td>
<td>Type:</td>
<td>Failure</td>
</tr>
<tr>
<td>[ ] No Plans Required</td>
<td>Gas Piping</td>
<td></td>
</tr>
<tr>
<td>[ ] Mechanical Plans Approved</td>
<td>Appliance</td>
<td></td>
</tr>
<tr>
<td>Date: Approved by:</td>
<td>Chimney/Vent</td>
<td></td>
</tr>
<tr>
<td>Joint Plan Review Required:</td>
<td>Oil Piping</td>
<td></td>
</tr>
<tr>
<td>[ ] Bldg. [ ] Elec. [ ] Plumb.</td>
<td>Oil Tank</td>
<td></td>
</tr>
<tr>
<td>[ ] Elev.</td>
<td>LPG Tank</td>
<td></td>
</tr>
<tr>
<td>SUBCODE APPROVAL for PERMIT</td>
<td>Hydronic Piping</td>
<td></td>
</tr>
<tr>
<td>Date: Approved by:</td>
<td>Fireplace</td>
<td></td>
</tr>
<tr>
<td>SUBCODE APPROVAL for CERTIFICATE</td>
<td>LPG Tank</td>
<td></td>
</tr>
<tr>
<td>[ ] CA [ ] CCO</td>
<td>Chimney Cert.</td>
<td></td>
</tr>
<tr>
<td>Date: Approved by:</td>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

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:

Print name here: ____________________________

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

<table>
<thead>
<tr>
<th>NO.</th>
<th>FIXTURE/EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Water Heater</td>
</tr>
<tr>
<td></td>
<td>Fuel Oil Piping Connections</td>
</tr>
<tr>
<td></td>
<td>Gas Piping Connections</td>
</tr>
<tr>
<td></td>
<td>Steam Boiler</td>
</tr>
<tr>
<td></td>
<td>Hot Water Boiler</td>
</tr>
<tr>
<td></td>
<td>Hot Air Furnace</td>
</tr>
<tr>
<td></td>
<td>Oil Tank</td>
</tr>
<tr>
<td></td>
<td>LPG Tank</td>
</tr>
<tr>
<td></td>
<td>Fireplace</td>
</tr>
<tr>
<td></td>
<td>Generator</td>
</tr>
<tr>
<td></td>
<td>Other</td>
</tr>
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</table>

FEE (Office Use Only)

<table>
<thead>
<tr>
<th>Fixed Fee</th>
<th>Minimum Fee</th>
<th>State Permit Surcharge Fee</th>
<th>TOTAL FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
<td>$_________</td>
</tr>
</tbody>
</table>

Administrative Surcharge $_________

U.C.C. F145 (rev. 10/17) Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.
This form is printed by the office staff once your new structure is complete and ready for a C of O

---

**APPLICATION FOR CERTIFICATE**

**IDENTIFICATION**

<table>
<thead>
<tr>
<th>Work Site Location</th>
<th>Block</th>
<th>Lot</th>
<th>Qualification Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner in Fee</th>
<th>Tel.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>License No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel.</th>
<th>Federal Employee No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ACTION**

☐ CERTIFICATE OF OCCUPANCY
☐ CERTIFICATE OF CONTINUED OCCUPANCY
☐ LEAD HAZARD ABATEMENT CERTIFICATE OF CLEARANCE
☐ TEMPORARY CERTIFICATE OF OCCUPANCY

**USE GROUP**

Previous Current

**FINAL COST OF CONSTRUCTION:**

$ __________________

(Include value of any new structure, all on-site improvements, built-in furnishings and fixtures and all integral equipment exclusive of process or manufacturing equipment.)

Describe below any substantive deviation in dimension, lay out or appearance of the building or structure from the released plans and specifications filed with the construction permit application. Please note, a set of amended drawings may be required.

If you are requesting a Temporary Certificate of Occupancy, please explain why in the space below.

**DESCRIPTION OF WORK/USE:**

I hereby attest that to the best of my knowledge, the completed project meets the conditions of the construction permit and all prior approvals, and all work has been completed substantially in accordance with the code and with those portions of the plans and specifications controlled by the code, with any substantial deviations noted. Incomplete items listed on a Temporary Certificate of Occupancy will be completed by the date on the Certificate.

**SIGNED:**

OWNER/AGENT

☐ OWNER ☐ AGENT
What is needed for the “Plans”

- Always submit 2 copies of the plans and any other supporting documentation (not an all inclusive list)

- Architectural Plans (to scale)
  - Foundation plan
  - Floor plans
  - Truss layout plan
  - Elevations
  - Details and Cross Sections

- MEP’s (Mechanical plans)(to scale)
  - Electrical plan
  - HVAC plan
  - Plumbing plan
  - Fire Protection System plan/s

- Supporting Documentation (as necessary)
  - Manufacturer’s specification and /or manuals
  - Energy calculations (ie: ResCheck/ComCheck)
  - Engineered Lumber or Truss information/calculations
  - Association letter indicating approval for scope of work.
Tips for Homeowner Plans

- Use graph paper to draw the floor plan (1/4” = 1 foot)
- Create a floor plan of the as is condition with dimensions
- Draw the basic layout with walls & doors shown
- Copy this plan several times and use it to draw the architectural changes, electrical, plumbing, mechanical, or fire protection plans as needed
- See the following as an example of an electrical plan.
The Construction Permit Process

- Submit a properly completed application to the building department
  - Certain applications need to go to Zoning FIRST!

- Once application verified as complete, it is entered into the construction computer system & the subcode officials review
  - All reviews should be completed within 20 business days from the completed permit submission

- If the application meets the code compliance requirements for each reviewer, it is given to the clerical staff to process the necessary paperwork and send the permit for the construction official’s signature
  - If any subcode denies the application, a denial letter is sent out to the applicant and/or contractor identifying the deficiencies.
  - A resubmittal is necessary to be submitted by the applicant
  - Once resubmittal received, the subcode reviews application again

- Application deemed released and moves to Clerical Staff.
The Perfect Permit Application Process

1. Fully Completed Permit Application Submitted
2. DOCUMENTATION OF PRIOR APPROVALS VERIFIED
   - Clerical Staff enter application into computer system
   - Subcode/s begin review process
   - Application deemed reviewed and ready for release
   - Clerical Staff check permit ready for release
   - Construction Official reviews and releases application
3. Applicant notified permit is ready
4. Works begins
5. Inspections requested
6. Work completed & Final inspections requested
7. Final certificate released to applicant
The Typical Permit Application Process

1. Fully Completed Permit Application Submitted
2. Prior Approvals (as required)
   - Zoning
   - Health, etc.
3. Clerical staff enter application into computer system
4. Subcode Officials begin review process
5. One or more Subcode denies application
6. Applicant resubmits in response to denial/s
7. Subcode reviews resubmitted application
8. Application deemed reviewed and readied for release
9. Clerical Staff readies application for CO signature
10. Construction Official reviews and releases application
11. Applicant notified permit is ready
12. Works begins
13. Inspections requested
14. Work completed & Final inspections requested
15. Final certificate released to applicant
Licensed Contractors Verses Homeowner Work

- What is a licensed contractor?
  - Home Improvement Contractor License
    - As of 1-1-2006 ALL home improvement contractors were required to be licensed by the State of NJ to do ANY work at a home (This includes landscaping, irrigation, etc.)
  - Licensed Electrical Contractor
  - Licensed Plumbing Contractor
  - Certified Fire Protection Contractor
    - As of 7-2003 all fire protection contractors were required to be certified by the State of NJ to work on any fire protection equipment
    - Fire alarm work may be done by a licensed electrician, licensed fire alarm contractor or certified fire protection contractor
  - Single/2-Family homeowners are allowed to do work on a home that they own (If they do not live there the plans need to be drawn by a NJ licensed design professional)
    - The homeowner needs to be familiar with and able to perform the work that is be undertaken.
The Inspection Process

When is an inspection necessary or required?

- See required inspection code section N.J.A.C 5:23-2.18(b)
  - http://www.state.nj.us/dca/divisions/codes/codreg/pdf_regs/njac_5_23_2.pdf
- SDL Portal is open and can be used to schedule inspections
  - The caller needs to know their permit number and the inspection being requesting
  - You need to be familiar with the types of inspections so you can ask the correct question
    - NO “ROUGH” BUILDING INSPECTION; IT IS CALLED A FRAME INSPECTION
    - NO FRAME INSPECTION UNTIL ALL OTHER ROUGHS APPROVED 1ST!
  - Requests will be scheduled for the next available inspection date or based on the SDL request made (This may be several days later in some cases)
  - Know that some work may need to stop until an approved inspection is obtained for that specific scope of work.
Final Acceptance of the Work

♦ Once all of the necessary final inspections are approved, a request for a certificate of occupancy is needed (if applicable as not all projects require A CO)
  – You should request the application form be printed from the WHEN the final inspections are completed and a request has been made
  – You will also need to verify that any of the prior approvals have submitted their final approval at the time that a certificate of occupancy application is made
    • Zoning/Planning
    • Engineering
    • Ewing Fire Safety
    • ELSA
    • Mercer County Soil
    • State of NJ
    • Etc.
Tips for Finished Basements

♦ Install perimeter fire blocking before you frame the walls
♦ Mark the plans and/or floor as to where the plumbing clean outs are located
♦ Plan for combustion air requirements

Diagram:
- Existing concrete slab
- Foundation Wall
- New Wall Stud
- Air Space
- Top Plate
- Fireblocking (Sheetrock or other approved material)
- Treated Bottom Plate
- Existing Floor Joist
- Existing concrete slab