

APPLICATION FOR CONSTRUCTION PERMIT CHECKLIST

To help the process of your permit, the following is a guideline to be used to avoid delays in review, approval, and processing:

ZONING

- ✓ Recent surveys will be required for additions, decks, new structures, fences, etc. These surveys must clearly show your intended additions, in ground pools, walkways, and decks.
- ✓ Provide all zoning information on surveys/plans, as well as our zoning worksheet. Sealed calculations may be required. Height elevations are required.
- ✓ New single-family homes, in ground pools, seepage pits, require an escrow deposit of \$1,000.00 for the Engineer review and inspection process. Drainage calculations are required for seepage pits and topography plans are required for in ground pools. **Fences for pools must have a self-closing, self-latching gate, a separate fence permit may be required if there is not an existing fence.**

SOIL MOVEMENT

- ✓ Soil Movement application may be required if you are moving any soil please contact Bergen County Soil in Oradell, NJ at (201) 261-4407 for more information

PERMITS

- ✓ **All information must be completed** on the construction folder (signed) for all Technical Subcodes (Building, Fire, Electrical & Plumbing). This includes a full description of work, fixtures and electrical count, mechanicals, smoke detectors, etc. Provide cost of job or for Addition of New Structure largest floor area, total new floor area and volume of new area. **FAILURE TO COMPLETE ALL INFORMATION WILL STOP THE PROCESS.**
- ✓ All non-owner houses being built shall show Home Warranty Number # prior to issuing permit.
- ✓ All contractors shall provide a physical copy of their NJ Contractor's license.
- ✓ Provide adequate plans, details, and information for review. The more information you provide, the better the chance for approval. An architect must prepare all plans not drawn by the homeowner.
- ✓ For new structures and additions proper square footage, volumes and cost are required. Other permits require cost alterations, renovations, and work to be completed.
- ✓ For all additions and new structures, Energy Calculations are required to be submitted with plans (www.energycodes.gov).

INSPECTIONS

- ✓ **After an approved Foundation Inspection** a location survey or as built survey showing all building corners of the foundations shall be submitted to the Building Department for review. A licensed NJ Land Surveyor shall prepare this. **NO INSPECTION CAN BE DONE WITHOUT IT.**
- ✓ *Before a Framing Inspection* on an addition or new structure NJAC 5:23-2.18(e) the "responsible person" for the work to be done must have the "Framing Checklist" completed and signed before inspection. The "Framing Checklist" was given to you at application. **NO INSPECTION CAN BE DONE WITHOUT IT.**
- ✓ Plumbing and Electrical rough inspections to be approved before calling for framing inspections (don't forget Framing Checklist to be completed before inspection).
- ✓ When calling for inspections, address, homeowner last name, and permit number will be required.