
BUILDING PERMIT APPLICATION PROCEDURES

In order that your building permit applications receive timely attention, please be **SURE** that the following are included in your submission:

- Application completed & signed as required.
- Workers Compensation Form duly completed, signed and notarized; **and** a certificate of insurance showing Workers' Compensation coverage and naming the municipality as covered certificate holder, and Contractor Information list filled out.
- **TWO SETS** of appropriate drawings, architectural sealed plans if applicable, plot plan, plans if impervious surface is proposed please follow On Lot Grading/Plot Plan Requirements procedures enclosed in this packet as well as these procedures. Materials list to adequately define scope of work, materials etc. (Minimum acceptable submission shall include footing diagram or description wall section-footing through roofline, full plan views to describe activity). Mechanical, Plumbing, Electrical Permits filled out.
- **ALL** permits for New Construction will require Pre construction meeting before any work.
- Written approval from Historical Commission if applicable
- Proof of "one-call" notification if such call is required;
- Erosion and sediment control measures if required by the proposed activity;
- Proof of well permit application, sewage facilities permit and such other agency permits as may be required, each or all of these as are necessitated by the proposed activity;
- A setback inspection will be done before Permit is issued to verify information on Application.
- If Township Engineer's involvement is required Individual lot grading/plot plan requirements need to be followed, with an additional set to be submitted for their review. Fees are to be paid by the applicant and/or owner. See enclosures for all those requirements.

CODE ENFORCEMENT DEPARTMENT HAS 15 BUSINESS DAYS FOR RESIDENTIAL APPLICATION REVIEW AND 30 DAYS FOR COMMERCIAL APPLICATION REVIEW.

NO CONSTRUCTION IS TO BEGIN UNTIL PERMIT HAS BEEN APPROVED AND POSTED ON JOB SITE. IF CAUGHT WORKING WITHOUT A PERMIT, CONTRACTOR WILL BE FINED.

IF IN DOUBT, CALL FOR CLARIFICATION **BEFORE** SUBMITTING APPLICATION.
MAKE "ONE CALL" IF REQUIRED

Following your receipt of a **VALID PERMIT** issued by the Building Official, the Applicant or the Contractor needs to schedule inspections **at least 48 hours prior** to expected inspection time. Last minute calls for inspection **MAY RESULT IN DELAY** of your project.

ALL ELECTRICAL INSPECTIONS shall be performed by an approved inspection service specializing in electrical inspections.

INCOMPLETE APPLICATIONS WILL BE DENIED

CHECKLIST FOR INSPECTIONS

BUILDING PERMIT APPLICATION REVIEW PROCESS

