

## How to Obtain a Building Permit

### **HOW TO OBTAIN YOUR CONSTRUCTION PERMIT FOR: ADDITIONS, GARAGES, DORMERS, ETC.**

Once you have decided to add onto your home, the following steps should be taken (For new homes, you must contact the office for complete details):

#### **CONTACT THE ZONING OFFICER** 973-823-7020 x9455

To find out what the setbacks (the distance from all lot lines) are for your property. This would determine the size of the addition you could build onto your home. If your lot is not large enough, the Planning & Zoning Department can supply you with information on how to apply for a variance.

#### **CONTACT THE HEALTH DEPARTMENT** 973-579-0370

For changes to the septic system which may be required for the proposed addition.

#### **CONTACT THE BUILDING DEPARTMENT FOR PERMIT APPLICATIONS COMPLETE YOUR APPLICATION FOR A CONSTRUCTION PERMIT ON YOUR ADDITION, ETC.**

Complete the manila folder.

**Construction Permit Form** - This form can be completed by the owner or the contractor.

**Building Subcode Form** - This form can be completed by the owner or the contractor. Please give a brief description of the work such as overall dimensions of the addition, number of and type of rooms. Also, do not forget to include the cost estimate of the building work.

**Electrical Subcode Form** - This form will be completed, sealed, and signed by a licensed electrician or by the homeowner if he will be doing the electrical work. An electrical application must accompany all applications for additions, garages, dormers, pools, etc..

**Plumbing Subcode Form** - This form is to be completed, sealed, and signed by a licensed plumber or by the homeowner if he will be doing the plumbing work.

**Fire Subcode Form** - This form is to be completed by the homeowner and/or contractor.

**UPON SUBMISSION OF THIS APPLICATION FOR REVIEW,  
ALONG WITH THE ABOVE FORMS, ALSO INCLUDE THE  
FOLLOWING IN YOUR MANILA FOLDER:**

Two copies of plans either drawn up by the homeowner or sealed by a New Jersey architect. All plans must be in accordance with the 2009 International Building & International Residential Codes New Jersey Editions.

One copy of your existing location survey which shows the location of the house. On the copy draw in the location of the addition, the dimensions, and show the distances of the addition to all property lines. This is what the Zoning Officer reviews.

#### **THE PLANS ARE TO SHOW:**

- Side profile from the footing on up, including radon provision.
- Pitch of roof, size of rafters, girders, insulation, radon, etc.
- A floor layout of rooms, electric and plumbing.
- Existing and proposed construction should be noted (before and after).

**Food for thought** - Will location of addition require relocation of septic system, oil tanks and/or well lines?

For information on garages, smoke detectors, windows (in bedrooms), stairways, handrails, and guardrails, see MISCELLANEOUS INFORMATION.

#### **APPLY FOR PERMIT**

Zoning Officer Approval - your application will be forwarded to the Zoning Officer for review.

Building Department Review - Your application will then be ready to be reviewed by the Plumbing, Electric, Fire and Building Inspectors. This procedure will take up to 20 business days.

You will be informed when your permit is ready as well as the fee for your permit. Once the construction permit is issued, construction may start.

#### **INSPECTIONS REQUIRED - PLEASE CALL BUILDING DEPARTMENT (973-823-7020 x9001) TO SCHEDULE INSPECTION.**

- Footings (prior to the pouring of concrete)
- Backfill (check for plaster and tar, below grade)
- Slab (before concrete is poured)
- Rough Electric
- Rough Plumbing (water/air test) (if applicable)
- Frame after rough electrical and/or plumbing inspections have been approved
- Insulation (check for proper insulation of heated places and "R" values)
- Final Electric
- Final Plumbing (smoke test) (if applicable)
- Final Building (after final electrical and/or final plumbing)

- inspections, when construction is complete)
- Final Fire

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. **973-823-7020 x9001**

**CERTIFICATE OF OCCUPANCY (C.O.)**

NO NEWLY CONSTRUCTED ADDITION, DORMER, GARAGE OR ALTERED STRUCTURE CAN BE USED AND/OR OCCUPIED WITHOUT OBTAINING A CERTIFICATE OF OCCUPANCY.

NO CERTIFICATE OF OCCUPANCY CAN BE ISSUED WITHOUT THE FINAL APPROVALS.

A fine of up to \$2000 can be imposed if a structure is occupied before a C.O. is issued.

In order to obtain your Certificate of Occupancy for your addition, garage, dormer, etc., the following must be obtained: Final Building, electric, Plumbing and/or Fire Inspections have to be approved.

**MISCELLANEOUS INFORMATION**

**PRIVATE GARAGES**

Attached garages - located beneath rooms shall have walls/partitions/floors/ceilings constructed of 1-hour fire resistance rating.

Attached garage with no rooms over shall be completely separated from adjacent interior and attic area by means of 1/2" gypsum board or equivalent applied to garage side.

Door opening protectives shall be 1 3/4" solid core wood door or equivalent

**BEDROOM WINDOWS & EMERGENCY EGRESS OPENINGS**

Every sleeping room must have at least one (1) operable window or exterior door approved for emergency egress or rescue. Egress windows must have a sill height of not more than 44" above the floor.

Egress windows must have a minimum clear opening of 5.7 sq. ft. The minimum net clear opening height shall be 24". Minimum net clear opening width shall be 20". Grade floor windows may have a minimum net clear opening of 5 sq. ft.

**SMOKE DETECTORS**

All new smoke detectors must be AC electric with battery back up and must be installed outside of each separate sleeping area, each bedroom, and on each additional story of the

dwelling, including the basement and cellars and attics that are used for housing mechanical equipment.

In dwelling units with split levels, a smoke detector must be installed on the upper level, provided the lower level is less than one full story below the upper level, except that if there is a door between levels, then a detector is required on each level.

When alterations and/or additions occur, the entire building must be provided with smoke detectors as required for new dwellings.

Carbon Monoxide Detectors required, close proximity to bedrooms.

**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 us for advice and assistance. 973-823-7020 x9001**