

OFFICE PROCEDURES FOR PERMIT PROCESSING

PERMIT APPLICATIONS CAN BE SUBMITTED

MONDAY TO FRIDAY 8:00AM TO 3:30PM

1. Application folder (UCC form F100) must have all sections completely filled out (sections I, II, III, IV & VI). Inside of folder must be signed & dated by the owner, contractor or agent.
2. Technical Sections (all that apply, Building 120, Plumbing F-130, Fire F-140) must be completely filled out and signed and sealed, if required. If work is for a single family, owner occupied residence, the owners may perform their own electrical and/or plumbing work. Otherwise, the owner must hire a New Jersey licensed plumber, and/or electrical, who must take out the permit and sign and seal the appropriate technical section. Whoever signs the technical section, must do the work or risk the permit being revoked and/or being penalized. If there is a change of contractor, a new technical section (permit) must be submitted, a letter from the owner indicating the OLD contractor and the NEW contractor information. There is no additional fee to change contractors, unless there is additional work added.
3. Two (2) sets of plans are required. All drawing must be legible, drawn to scale and have measurements labeled on them. As per N.J.A.C. 5:23-2.15(e) 1.VIII. The **OWNER** is permitted to draw his/her own plans only when it is a single family, owner occupied home. If drawn by a New Jersey licensed professional (architect or engineer) the plans **MUST BE SIGNED AND SEALED**. The building contractor cannot draw the plans. All plans shall have a use schedule.
4. Estimated cost of construction is the estimated cost of the work for which a permit is sought, including but not limited to building construction, on-site construction, and all integral equipment, built-in furnishings and finishes. Where any material or labor proposed for installation in the building or structure is finished or provided at no cost, it's normal or usual cost shall be included in the estimated cost. On the building technical section, if the proposed work is both an addition and alteration, you must break down the cost of the addition and alteration, as indicated on the form.
5. All kitchens and bathroom alterations/renovations will require a drawing of the existing layout, unless they are a direct replacement.
6. Any new wall sections and/or new framing require an elevation drawing.
7. Zoning approval is required for permits for, but not limited to, new construction, additions, decks, retaining walls, fences, sheds, pools (above ground and in-ground), spas, hot tubs and signs. Zoning approval is a **PRIOR APPROVAL** and must be obtained before applying for the building permit. No plan review will take place beforehand. Applications for zoning approval are available in the Building Department. Depending on the slope of the land, a topographical may be required. All interior and exterior work must be completed. If applicable, all engineering and site work must be completed and this office must receive a letter from the engineer. Performance bonds, as directed by the Borough Engineer, must be posted for incomplete site work.

8. **CERTIFICATE OF OCCUPANCY:** Once ALL final inspections have been performed and approved and all necessary documentation received, when applicable (i.e. Engineering, final as-built, Bergen County Soil, Home Owners Warranty, etc.), you may complete and submit the "Application for Certificate". This form can be picked up in the Building Department or you can request that one be mailed to you. Please be sure to complete all areas on the form.

***** A COMPLETE SET OF APPROVED PLANS MUST BE KEPTS ON THE JOB SITE.
-----FAILURE TO DO SO WILL RESULT IN INSPECTION FAILURE-----**

***** PERMIT PLACARD MUST BE POSTED SO IT CAN BE SEEN FROM THE STREET**

9. Prior approvals include, but are not limited to the following: Bergen County Soils, Bergen County Utilities Authority, etc.. County approvals are required for any property located on a County road. This includes a new home, front addition (if a variance is required), street opening, expansion of driveway and apron.

10. Utility approvals are also a prior approval. They included, but are not limited to, a dig number. When calling for a mark out of utilities, you are assigned a "dig number". Your location will then be marked out on the street/curb for underground utilities. This is required for any excavation. Also, any demolition of any structure requires a letter from the utility companies, electric, gas, water, sewer, phone and cable companies. Also, a certification from a pest control company is required.
THE DIG NUMBER IS 1-800-272-1000.

11. Any local applications approved by the Planning Board or Zoning Board requires a signed resolution and plans. Permit applications will **not** be accepted until the Resolution and this department receives signed plans. There is a 45-day grace period from the day of publication that you can start your project **"at your own risk"**

12. Engineering approval is required for certain types of construction (new houses, retaining walls, in-ground pools) or as directed by the Construction Official. An escrow fee must be posted when engineering review is required. This is posted at the time of application for engineering review. A W-9 form will be required for any escrow posted.

13. You **cannot** apply for the building permit until **ALL** prior approvals have been obtained.

14. As per N.J.A.C. 5:23-2.15(e) 3(1) this department has 20 business days to process a completed building permit application. Most simple permits are processed with little or no delay. If any information is missing or incomplete this will delay the approval process and the 20-day clock will start once the application is deemed complete.

15. There is a 10-business day review period for completed Zoning Applications. A completed Zoning Application is required before any zoning reviews start.