

Building Permits

The scope and value of the work will determine which subcode permits will be necessary and how much the permits will cost. The only person that can price out the permit is the Construction Official. When permits are submitted to the office, we do our best to expedite the process. The Construction Official has 20 days to review permits if necessary. The Construction Official reviews plans so that you, the homeowner, will be building, or have built, a structure that will provide the services that you expect from it. If you are building a deck, the deck will support the weight and be structurally sound, as well as an addition or entire house. The Construction Official's duty is to protect the homeowner, property and environment.

Decks need plans. These can be drawn and provided by the homeowner. The plans need a legend that explains and itemizes the structure and its supports. The Construction Official is looking for sound structures.

Architectural plans. When you are doing an extensive or moderate revision to your home or building a new home, the Construction Official will need detailed plans on what you are doing and how. If you do the plans yourself and are your own contractor, as long as the plans are complete, that will be adequate. If the plans are by an architect, they must be sealed by a New Jersey licensed architect. The Construction Official will need information on all plans that indicates the square footage, the cubic footage, total cost of the project, and the cost divided by the different categories: plumbing, electric, fire, etc.

Construction Permit Notice

Whenever you are issued a permit, you will also be issued a Construction Permit Notice. This permit is to be displayed predominantly at the place of construction. Please also note that New Jersey State Law 13:45A-16.2 states that before final payment is made to any contractor all final inspections must be done. This is to protect the homeowner

BUILDING INSTRUCTIONS

___ Construction Permit Application (folder)

___ Building Subcode Application

___ Plumbing Subcode Application

___ Electrical Subcode Application

___ Fire Subcode Application

___ Elevator Subcode Application

____ Sealed copy of proposed site plan showing driveway location, building envelope, any existing buildings or structures, septic and well locations, and wetlands. All elevations to be in USGS elevations, including top of curb where applicable, street level and first floor elevation.

____ Zoning Permit Application from Zoning Officer.

____ Land Use Board resolution.

____ If property extends into a flood zone, call NJDEP, Flood Plain Management Section at 1 609 292 2296 for prior approval, permit or waiver letter.

____ Notarized statement by the engineer/surveyor if no wetlands, streams, lakes, ponds, etc. are located on the property or within 150 feet of the proposed construction.

____ If there is a presence of wetlands on the property, a Letter of Interpretation from the NJDEP will be required (Call 1-609-292-1235, Bureau of Freshwater Wetlands).

____ Driveway access permit from the Construction Official with the location, sight distances in both directions, and a driveway profile (Ordinance 2006-18). If property is located on a County road, a Driveway Opening Permit from the Sussex County Engineer's office is required (Call 973-579-0430, located in the Administration Building, Plotts Road, Newton).

____ Call Sussex County Soil Conservation District, 186 Halsey Road, Suite 2, Newton (Hampton Township) NJ 973-579-5074 for a soil erosion permit or exemption.

____ Septic and well permits from the Sussex County Health Department, Sussex County Administration Building, 1 Cochran Plaza, 2nd Floor, Newton NJ 07860 973-579-0370

____ Two (2) sets of house plans with NJ Architect's seal and signature, containing the square footage and cubic footage content of the structure, fire grading, use group, occupancy loading, and loading per square foot. If the building is a modular, supply two (2) sets of signed and sealed foundation drawings by a licensed NJ Architect or Engineer in addition to two (2) copies of New Jersey Acceptable DCA drawings by the modular supplied (DCA = Department of Community Affairs).

____ COAH Deposit \$500.00 (Ordinance 2005-15)

____ Supply Construction Official with an as-built foundation location survey before placing the modular unit or beginning framing of building

FOR CERTIFICATE OF OCCUPANCY:

___ Certificate of Compliance from County Health Department for well and septic approval (973-579-0370).

___ Final survey showing all existing and constructed buildings, structures, septic, well, and driveway locations including driveway grade to USGS elevations (also, first floor elevations).

___ County Soil Conservation report of compliance, if applicable (973-579- 5074).

___ Home Owner's Warranty Insurance Certificate (609-984-7905)

___ **FINAL INSPECTIONS:** Building, Plumbing, Electrical, Elevator and Fire (No final building inspection will be scheduled until all other CO requirements have been met)

___ A list of all contractors that worked on the project.

___ If the building is on a County Road, an approval from the County Engineer for driveway acceptance.

___ Final Assessment by Tax Assessor

___ Final COAH Fee Collected

___ Driveway Escrow, if applicable, \$600.00

___ Landscaping Escrow, if applicable, \$600.00

___ Resolution conditions must be satisfied and proof submitted, if prior approval was granted