

**Stillwater Township
Building Department
964 Stillwater Road
Newton, New Jersey 07860
Phone: (973)383-6332
Fax: (973)383-8059**

BUILDING INSTRUCTIONS

CONSTRUCTION OFFICIAL: Rich Bizik

CONSTRUCTION OFFICIAL HOURS: Monday/Wednesday 3:30-6:30 p.m.

OFFICE HOURS: Monday/Tuesday/Thursday/Friday 8:30 a.m.-12:30 p.m.

- 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 Upper Delaware Conservation District, P.O. Box 198, 51 Main Street, Suite B, Blairstown, NJ 07825 (Call 908-852-2579) for a soil erosion permit or exemption.
- Septic and well permits from the Sussex County Health Department, Sussex County Administration Building, 201 Wheatsworth Road, Hamburg, NJ 07419 (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 supplier (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 (908-852-2579).

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

___ FINAL INSPECTIONS: Building, Plumbing, Electrical, 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