

WHAT DO I NEED FOR A BUILDING PERMIT?

Zoning: Before applying for a building permit, you will need to apply for a zoning permit ***if*** you change the footprint of your home, or add any accessory structure to your property, such as a new addition, shed, pool, fence, deck, garage, barn, etc.

Provide (3) copies of a site plan with the location of the new structure with your application. *Show all dimensions including those of the new structure, distances to lot lines and to other structures.*

If you would like to add a bedroom to your home you must contact the Sussex County Board of Health to determine what your current septic is approved to handle. You may reach them by calling (973) 579-0370.

Building Permit Application: Please complete the forms in their entirety. If you are using a contractor, he or she must be registered with the Department of Consumer Affairs. The homeowner or the contractor must check and sign the outside and the inside of the construction folder and all necessary forms.

Please provide two sets of drawings prepared by an architect licensed in the State of New Jersey or by the homeowner. The drawings must show:

- Front, rear, left and right elevations
- Floor plan for each floor
- Include window and door sizes, header size, floor joist, rafter sizes, wall stud size, insulation in walls and ceiling
- Provide energy code information showing compliance with the 2006 energy code
- Show type of siding and wall covering to be used
- Include drawings of the roof system showing roof pitch, what type of sheathing and roof covering will be used
- If trusses are needed, you must provide a sealed truss drawing from the truss manufacturer showing a **50 lb ground snow load**, which is the Code for this area of New Jersey.

Electrical Permit: Two (2) sets of drawings must be submitted providing:

- Locations of all light fixtures, receptacles, switches and appliances.
- Show size and location of service panel and all wire type and size.
- If you are changing a service, provide a riser diagram detailing the wiring from the service head to the meter pan to the panel.
- Include grounding, size of panel and size of breakers.

Plumbing Permit: Two sets of drawings must be submitted showing:

- All drains, vents, fixtures and size of piping
- All gas piping and calculations for the gas piping & what type of appliance it will service

Fire Permit: Two sets of drawings (can be combined with the electrical drawings) showing:

- Location of all smoke detectors and carbon monoxide detectors
- Location of fireplaces, oil tank, gas tank, heating equipment, chimneys and vents for all appliances.
- Location of dryer vent and length of run

Mechanical: Show all HVAC equipment and where it is located.

The application and plans must be reviewed by each applicable Sub-Code Inspector – ie. Building, Electrical, Plumbing, Fire. **This review process can take up to two weeks** depending on the type of permit requested.

After they are reviewed, one signed copy will be returned to you. These plans must be ready for review during an inspection should the inspectors have any questions, so be sure to leave them at the construction site. Post the “Construction Permit Notice” in a prominent location, easily seen on the property.

To schedule an inspection, please contact the Construction Office during the hours of 8:30 am to 12:00 pm daily. Refer to the list of the inspectors and the approximate hours of inspections. When calling for an inspection, please note that 24 hours notice is required, and you must provide the permit number, location/address, and type of inspection(s) needed.

New Construction:

After the foundation for a new home has been completed, you must submit a Foundation Location Drawing.

Upon completion of the structure, septic and well, you must provide an As Built Drawing. A Certificate of Occupancy will not be issued until this drawing is provided..