

BUILDING PERMIT APPLICATION CHECKLIST

Prior to giving a building permit for new construction in Independence Township, the following approvals must be met:

1. Zoning permit obtained from Zoning Officer
2. County Soil Conservation approval. (If applicable)
3. An engineered septic system design, showing the well location approved by the County Health Department or a letter from the water company stating they will supply water to the property
4. Well permit from the State of New Jersey
5. Septic permit from the Warren County Board of Health
6. Are there Wetlands on the property?
7. Is the property in a Flood Zone?
8. Are any structures near a stream of watercourse needs D.E.P. approval to which include wetlands.
9. A plan and profile for the driveway and its exact location on the lot approved by the Township Engineer. For State and County roads, approval from each must be obtained.
10. A plot plan showing the staked out location of the structure by a licensed engineer or land surveyor.
11. Building plans bearing an architect or engineer's seal from State of New Jersey. (2 sets)
12. All food handling establishments must have prior approval of plans from Warren County Board of Health for kitchen alterations and new buildings.
13. A builder's license or affidavit stating house is not warranted before required permits are issued.

BUILDING PLANS MUST INCLUDE:

- a. Square footage of each level, total square footage & total cubic footage.
- b. "UO" values for gross exterior wall assemblies as required by B.O.C.A. Basic Energy Conservation Code.
(www.energycodes.gov)
- c. Structural Materials Schedule.
- d. Plumbing Diagrams
- e. Electrical Diagrams
- f. Building Classifications
- g. Use Group

- h. Occupant Load
- i. Energy code requirements – CABO 1995 for residential
- j. If plans are drawn in accordance with 2000-2003 international code as adopted by the State of New Jersey.

5:23-9.2 Interpretation: Construction Permit for a single-family residence

- (a) Any application for a construction permit for a single family residence shall be accompanied by at least two copies of plans drawn to scale, with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed. Plans submitted shall not be required to show more detail or include more information than is reasonably necessary to assure compliance with the requirements of the Uniform Construction Code and rules in this chapter.
- (b) Plans containing the following information shall be considered to meet the requirements of (a) above.
 - 1. Site diagram consisting of a site plan showing size and location of all new and existing construction on the site with distances from lot lines and indicating new building services, location and size.
 - 2. Construction plans consisting of a scale drawing showing foundation, floor plans, and elevations, including structural framing notes for all floors, ceilings and roofs. Only girders and columns need be identified and located on the plan. Included on the drawings shall be a loading schedule indicating the live loads for which the structure is designed.
 - 3. The following details shall be required:
 - k. A cross section through one typical wall showing construction details from footing to and including roof framing. This section shall indicate all construction materials used including roofing, vapor barriers, sheathing type and thickness, insulation type and thickness, windows, glazing type if other than standard window glazing is used, interior finish material, floor type and thickness, structure, foundation and footings. Decorative material shall not be required to be shown unless it contributes to the structural integrity of the section.

ii. Electrical details indicating lighting; receptacles; motors and equipment; smoke detectors; services entrance locations; size and type (overhead or underground); panel size, location; number of proposed circuits. A symbol legend shall be included.

iii. Plumbing details indicating the locations of fixtures and a notice or table listing water and drainage pipe sizes. A note stating if sewage disposal is to public sewer or individual septic system shall be included.

iv. Mechanical details indicating the type of heating system; location, size and type of heating unit, noting the distribution method and indicating design rates, location of fire dampers and safeguards; and location, type and size of flue.

**REQUIREMENTS FOR A C.O.
(Certificate of Occupancy)**

1. FINAL ELECTRIC
2. FINAL PLUMBING
3. FINAL FIRE
4. FINAL BUILDING

WRITTEN APPROVAL IS NEEDED FOR A C.O. ON A HOUSE ON
ALL OF THE FOLLOWING:

5. Well & Septic Approval from the Warren County Board of Health.
6. Approval from the Warren County Soil Conservation.
7. Approval from the Township Engineer for the driveway if it is on a Township Road.
8. Home Warranty
9. Final Survey.

WHEN YOU NEED A ROAD OPENING PERMIT

When you build a home in an area that has city water you must apply to the Township Clerk for a Road Opening Permit. Once you have the permit and the work is going to be done you need to notify the following offices:

Independence Township School – 908-637-4041

Independence Township Police – 852-4440

Independence Township Road Dept. – 908-637-4929

Please give 24-48 hours notice.

Plans, plan review, plan approval:

1. Plans and specifications: The application for the permit shall be accompanied by no fewer than two (2) copies of specifications and of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. Plans submitted shall only be required to show such detail and include such information as shall be reasonably necessary to assure compliance with the requirements of the code and these regulations. When quality of materials is essential for conformity to the regulations, specific information shall be given to establish such quality; and this code shall not be cited, or the term “legal” or its equivalent be used, as a substitute for specific information.
 - i. Site diagram: There shall also be filed a site plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines and the established street grades; accessible route(s) for buildings required by N.J.A.C. 5:23-7.1 to be accessible; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show all construction to be demolished and the location and size of all existing structures and construction that are to remain on the site or plot.
 - ii. Building plans and specifications shall contain: Foundation, floor, roof and structural plans: door window and finish schedules; sections, details, connections and material designations.
 - iii. Electrical plans and specifications shall contain: Floor and ceiling plans; lighting, receptacles, motors and equipment; service entry location, line diagram and wire, conduit and breaker sizes.
 - iv. Plumbing plans and specifications shall contain: Floor plan; fixtures, pipe sizes and other equipment and materials; isometric with pipe sizes, fixture schedule and sewage disposal.
 - v. Mechanical plans and specifications shall contain: Floor or ceiling plans; equipment, distribution location, size and flow; location of dampers and safeguards; and all materials.
 - vi. Engineering details and specifications: The construction official and appropriate subcode official may require

adequate details of structural, mechanical, plumbing and electrical work, including computations, stress diagrams and other essential technical data to be filed. All engineering plans and computations shall bear the seal and signature of the licensed engineer or registered architect responsible for the design. Plans for buildings shall indicate how structural and fire-resistance rating will be maintained for penetrations made for electrical, mechanical, plumbing and communication conduits pipes and systems.

(1) Plumbing plans for class III structures may be prepared by persons licensed pursuant to “The Master Plumbing Licensing Act”, N.J.S.A. 45:14C-1 et seq. Electrical plans for class III structures may be prepared by persons licensed pursuant to “The Electrical Contractors Licensing Act”, N.J.S.A. 45:5A-1 et seq.

(2) Whenever the licensing board pursuant to either of the above Acts shall provide for a seal evidencing that the holder is licensed, such shall be acceptable to the enforcing agency in lieu of affidavit;

(3) Mechanical plans for class III structures may be prepared by mechanical contractors.

- vii. Work area: For reconstruction work in an existing structure, the work area shall be clearly delineated on the plans.
- viii. Architect’s or engineer’s seal: The seal and signature of the registered architect or licensed engineer who prepared the plans shall be affixed to each sheet of each copy of the plans submitted and on the first or title sheet of the specifications and any additional supportive information submitted. The construction official shall waive the requirement for sealed plans in the case of a single family home owner who had prepared his own plans for the construction, alteration or repair on a structure used or intended to be used exclusively as his private residence, and to be constructed by himself, providing that the owner shall submit an affidavit attesting to the fact that he has prepared the plans and provide further that said plans are in the opinion of the construction official, and appropriate subcode official, legible and completer for purposes of ensuring compliance with the regulations.

- ix. The construction official upon the advice of the appropriate subcode official may waive the requirement for the plans when the work is of a minor nature.
 - x. Building, electrical, plumbing and mechanical work required to be shown may be shown on a single set of plans or a single drawing so long as the drawings are clear and legible.
2. Examination of plans: All submitted and any amendments thereto accompanied by the required documentation and application, and upon payment of the fee established by the enforcing agency, shall be numbered, docketed and examined promptly after their submission for compliance with the provisions of the regulations.
3. Plan review:
- i. Department or other State agency review: When a review and release of plans by the Department or other State agency designated by the Department pursuant to N.J.A.C. 5:23-3 is required, the owner or agent of the owner shall file an application for construction plan release for each project, along with three sets of plans, specifications and such other supporting information as the Department or other designated reviewing agency may require on forms obtained from the Department or such reviewing agency. The plans, specifications and other supporting information shall conform to the requirements of (e) above.
- (1) Release of plans: Plans complying with the provisions of the regulations shall be released by the department and written notice of approval shall be given the applicant promptly and no later than 20 business days after the submission thereof. Plans failing to comply with the provisions of the code shall be rejected and written notice of rejection, stating the ground of rejection, shall be given the applicant promptly and not later than 20 business days after the submission thereof. Whenever plans have been rejected and are thereafter revised and resubmitted to meet stated grounds of rejection, the revised plan shall be approved if they meet the stated ground of rejection; and written notice of approval or written notice of rejection stating the grounds of rejection shall be given the applicant

promptly and not later than seven business days after the resubmission thereof. (Exception: The Department shall issue a plan release for prototype plans for which a “prototype or master plan” has been previously released in the same municipality, within three business days from application.

- (2) Endorsement of released plans: All plans and amendments thereto, when approved by the department, shall be stamped or endorsed “released”, followed by a notation of the date of plan release. One set of such released plans shall be retained by the department, two sets of such released plans shall be submitted to the local enforcing agency with the application for construction permit as herein provided.
- (3) Partial filing: When circumstances require, a project may be filed in part (that is, footings, structural, electrical, plumbing, and so forth). Each partial submittal shall include sufficient detail to assure that the proposed portion of work complies with the regulations. A plan “release” for such a portion of work shall be issued without prejudice as to whether a “release” shall be issued for the entire project.
- (4) Prototype or master plan filing: Designs repeatedly used at different locations may be designated as “prototype or master plans” and filed as follows: On initial application, one additional complete set of repeated portions of the project, with as many variations as can be shown on the plans, may be submitted along with a request for prototype or master plan filing. Subsequent submittals shall consist of at least a plot plan which is signed and sealed by a registered architect or licensed professional engineer, including utilities, exterior elevations of the specific building, and the prototype or master plan file identification number. In addition, a schematic or sketch plan that clearly shows the floor plan arrangement, and any necessary mechanical, electrical and plumbing information not clearly shown in the prototype plan or on the subcode sections, must be submitted.

- (5) Construction permits: Owners and their agents shall not apply to a local enforcing agency for a construction permit for any building or structure for which a department plan review and release is required by N.J.A.C. 5:23-3, unless such review and release has been applied for and received by the applicant as evidenced by presentation of released plans to the local enforcing agency.
- ii. Local enforcing agency plan review: Where a Department or other State plan review is not required by the regulations, an applicant for a construction permit shall be deemed to have applied for a local enforcing agency plan review by filing an application for a construction permit.
 - (1) When the plans submitted with an application for a construction permit or amendment thereto are accompanied by plans which have been released by the department or other designated agency pursuant to the regulations, then further municipal plan review and fee therefore shall not be required. Release of the plans by the department shall not prevent enforcing agency officials from thereafter requiring correction of any errors in said plans or from issuing a stop work order when in violation of the regulations. In such case the enforcing agency shall notify the department.
 - (2) Where a design is used repeatedly at different locations, the plans attached to the first application for the construction permit may be designed as a “prototype or master plan”. These plans may include as many variations as can be shown. Subsequent submittals shall consist of a plot plan which is signed and sealed by a registered architect or professional engineer, including utilities, exterior elevations, and a reference to the prototype plan by application or permit number. In addition, a schematic or sketch plan that clearly shows the floor plan arrangement, and any necessary mechanical, electrical and plumbing information not clearly shown in the prototype plan or on the subcode sections, must be submitted;
- iii. Validity of plan release or prototype approval: The released plans or prototype approval (Department or local) shall be

valid for the purposes of applying for a construction permit until six months after the operative date of the next edition of the code, as set forth in N.J.A.C. 5:23-1.6(b).

- iv. Time limitation of application: An application for a permit for any proposed work shall be deemed to have been abandoned six months after date of filing, unless such application has been issued; except that for reasonable cause, the construction official may grant one or more extensions of time for additional periods not exceeding 90 days each.

State Uniform Construction Code Regulations N.J.A.C. 5:23-2.15.ix. Architect's or engineer's seal: The seal and signature of the registered architect or licensed engineer who prepared the plans shall be affixed to each sheet of each copy of the plans submitted and on the first or title sheet of the specifications and any additional supportive information submitted. The construction official shall waive the requirement for sealed plans in the case of a single family home owner who had prepared his own plans for the construction, alteration or repair of a structure used or intended to be used exclusively as his private residence, and to be constructed by himself, providing that the owner shall submit an affidavit attesting to the fact that he has prepared the plans and provided further that said plans are in the opinion of the construction official, and appropriate subcode official, legible and complete for the purposes of ensuring compliance with the regulations.

REQUIRED INSPECTIONS

Construction work must be inspected in accordance with the State Uniform Construction Code Regulations N.J.A.C. 5:23-2.18. This agency will carry out such periodic inspections during the progress of work as are necessary to insure that work installed conforms to the approved plans and the requirements of the Uniform Construction Code

The owner or other responsible person in charge of work must notify this agency when work is ready for any required inspections specified below. Requests for inspections must be made 24 hours prior to the time the inspection is desired. Inspections will be performed within (3) business days

of the time for which they are requested. The work must not proceed in a manner, which will preclude the inspection until it has been made and approval given.

Required inspections for one and two family dwellings are as follows:

1. The bottom of footing trenches before placement of footings, except that in the case of pile foundations, inspections shall be made in accordance with the requirements of the building subcode
2. Foundations and all walls up to grade level prior to back filling.
3. All structural framing and connections prior to covering with finish or infill material; plumbing underground services, rough piping, water service, sewer, septic services and storm drains; electrical rough wiring, panels and service installations; insulation installations.
4. Installation of all finished materials, sealings of exterior joints; plumbing piping, trim and fixtures; electrical wiring, devices and fixtures; mechanical systems equipment.

Required special inspections: The applicant by accepting the permit will be deemed to have consented to these requirements

A final inspection is required for each applicable subcode area before a final Certificate of Occupancy or Approval may be issued. Any violations of the approved plans and/or permit will be noted and the holder of the permit notified of discrepancies.

A complete copy of approved plans must be kept on the job site.
If you do not understand any of this information, please ask.