

The type, location and extent of the work to be performed for any given project will determine what type(s) of permit(s) will be required to perform the intended work, including any or all of the following: zoning permit, UCC demolition and/or construction permits, tree removal permit, soil movement permit, sign permit. Certain projects and types of work may also require the prior approval of the Planning Board/ Zoning Board of Adjustment before any permit applications can be made.

NJPermits.com (<http://www.njpermits.com/faqs.asp#Text29> Anchor) has general information on when a permit is needed and important legal requirements. This list varies from municipality to municipality so please check with the Building Department.

If you are contemplating doing any of the following work, please call or visit the Building Department at Borough Hall:

- New building/additions/renovations
- Demolitions
- Electrical or plumbing work
- Boiler or furnace work
- HVAC or air conditioning work
- Door or window replacement when changing the size or type
- Oil tank removal
- Roofing or siding work
- Above or below ground pools
- Fences
- Sheds
- Signs
- Ancillary residential and commercial construction such as tennis courts, decks, patios, walks, driveways, etc.

If you are a business owner that intends to occupying an existing building or tenant space, regardless of whether construction work will be performed, **a Zoning Permit is required for all new tenancies before occupying the building or tenant space.** Planning Board approval may also be required. Please inquire with the Building Department and/or Planning Board office.

There is certain construction work that you may be allowed to do without first obtaining permits such as installing floor (not wall) tiles, painting, replacing same size windows and doors, repaving driveway with the same material and same size, etc., but if you are in doubt, a call to the Building Department is recommended.

Permits must be obtained **before** that start of work except that emergency replacement of furnaces, boilers and water heaters will be allowed as long as the Building Department is notified of the replacement at the time of installation and permits are obtained within five days thereafter.

If you need a permit for the work, the permit process and fees will be explained to you by the Building Department personnel at the time of your visit or your telephone call, and you will be given the forms that you will need to apply for a permit.

THE PERMIT PROCESS IN A NUTSHELL:

- 1. Visit or call the Building Department to speak with the appropriate Code Official.** The Code Official will ask "What are you going to do and where are you going to do it?" and will then discuss with you the requirements (codes/ordinances) regarding your project. The initial contact will provide the resources and information you will need to make your project a success and avoid the potential problems that could cost you time and money.
- 2. Submit the appropriate permit application(s).** Permit applications require specific information about the work you intend to perform. You will be asked to document who the property owner is, who will perform the work and what, when and how the work will be done. Sketches, drawings, plans or other documentation of the work will be required for review. You may also be required to pay a permit or review fee when you submit an application.
- 3. Waiting during review process.** The majority of permit applications are processed with little delay. If necessary a Code Official may request additional information in order to complete their review. The Code Official will determine if your project is in compliance with the land use and/or construction codes that are applicable to your project.
- 4. Receive results of review process.** If compliance with the code and other applicable regulations is determined, the application is approved and a permit is issued. If the Code Official determines that the proposed work does not comply with the applicable code(s), the application as submitted will be denied. If you are denied a permit, you can correct the Code violation(s) and resubmit for permit approval (a new application may be required and additional fees may apply). If you are unable to comply with the Zoning Code you may apply for a variance. If you are unable to comply with the UCC you may apply for a variation from the Construction Official. If you believe an error was made in the denial of your permit, you may appeal the Code Official's decision.
- 5. Receive permit.** A Zoning Permit confirms that the specified use of a site or building is in compliance with the Borough's Zoning Regulations. A UCC or Building Permit is the document granting legal permission for you or your contractor to start construction. You must proceed as approved pursuant to the permit. Inspections required for your project will be indicated on the permit. You will be required to post the permit in a window or other prominent place at the construction site, keep a copy of the approved plans at the site and bring any proposed changes to the attention of the Code Official immediately. Changes will require a review and approval in the same manner as the original application and must be approved before being constructed.
- 6. Arrange UCC construction inspections.** Each major phase of construction must be inspected by the Code Official to make certain the work conforms to the appropriate code, the building permit, and the approved plans. The UCC requires the Building Department be notified at least 24 hours in advance of the need for an inspection. When you phone or visit the Building Department to schedule an inspection, you must be able to provide the the property address and permit number.

7. Receive Certificate. Once all construction inspections have been passed and UCC code compliance has been certified, the Construction Official will issue the appropriate certificate (i.e., Occupancy, Temporary Occupancy, Approval, Compliance, etc.) to indicate same. This certificate is the formal document that marks the completion of your construction project and gives you permission to occupy or use the new or renovated structure with the knowledge that it has met the minimum safety requirements of the applicable UCC construction codes.

UNDERSTANDING ZONING:

New construction, building additions, projects that involve a change of use or new commercial tenancy and projects which involve changes to the exterior of a property, such as fences, pools, decks, tennis courts, additions, driveways, sheds, etc., typically require application for and issuance of a Zoning Permit. You will be required to complete an application form, submit a copy of a current survey of your property and submit sufficient information to demonstrate to the Zoning Officer that the proposed work complies with the Zoning Regulations.

PROPERTY MAINTENANCE CODE:

The local Building Department is also the office that enforces the Property Maintenance Code, which is a law enacted to ensure that an existing structure and its exteriors are maintained in a safe and blight-free manner. Property maintenance violations may include high grass or weeds, garbage, litter, unsightly buildings, unregistered or "junk" vehicles, etc. You may report any property maintenance code violations to the Building Department.