

NAME _____ ADDRESS _____

ADDITION & NEW CONSTRUCTION CHECKLIST

To expedite the review of your permit application, the following checklist is required when submitting your plans and permit application. This form must be reviewed, and items must be checked off and signed by owner/contractor when construction application documents are submitted to the Code Enforcement Bureau for review.

INCOMPLETE INFORMATION MAY RESULT IN DELAYS IN PROCESSING YOUR APPLICATION

Date reviewed _____

() Complete

() Incomplete

___ 1. **Three** (**Two** copies if engineering review is not required) copies of a current survey – original (unmarked) signed with raised seal. New construction must include existing topography and elevation datum.

___ 2. **Three** (**Two** copies if engineering review is not required) copies of site plan showing the following:

- Three copies of a plot plan taken from a current survey prepared and sealed by a licensed engineer, architect, or the homeowner.
- Scale not less than 1"=20'.
- Show location of all existing and all proposed building and structures.
- Show location of all existing and proposed central a/c systems.
- Show existing and proposed yard setbacks from property lines to structures and buildings and other pertinent information.
- A zoning table shall be shown on the plot plan listing the required and proposed conditions according to chapter 230 of the zoning ordinance.
- Building/structure, total impervious coverage calculations and effective gross floor area ratio (EGFAR) if applicable using borough form reproduced on site plan page. If plan is by architect or other professional, he/she must do the calculations.
- If required, show average set back study for front yard. In addition, you must copy tax map area used for study on site plan page. **Average setback study must be done by a licensed surveyor.**

NOTE: The site plan shall be prepared from information taken from a survey and it must be stated on the site plan as to the prepared, signed and sealed (if architect) by him/her, and must have additional note the information was taken from survey prepared by and dated.

___ 3. **Three** (**Two** copies if engineering review is not required) copies of plans prepared and sealed by a New Jersey licensed architect or prepared and certified by the homeowner. Rolled plans are not accepted, plans must be folded. Use group, construction classification and roof and floor load table must be on all sets of plans (**copies will not be made in this office**). Plans must include current adopted codes as applicable (<https://www.nj.gov/dca/divisions/codes/codreg/>), largest existing floor (do not include proposed construction), square footage of proposed additions, cubic volume of new construction.

___ 4. Riser diagram for any new plumbing work.

___ 5. Completed subcode forms with owner and contractor information, use group, construction classification and all building information and characteristic section must be filled out.

OVER 

___ 6. Costs of each subcode and total job noted on each subcode form and on the permit folder, cost of alteration work is not to be included in addition cost. It is separate and must be on both folder section and UCC building section.

___ 7. Contractor and/or homeowner signatures on inside folder as required and the appropriate boxes are checked.

___ 8. Energy Code Calculations: (new construction/additions only) Rescheck software is available free at www.energycodes.gov. Use 2021 IECC.

___ 9. Smoke detectors layout showing all levels with all rooms, new and existing, labeled and location of all smoke detectors. Hard wired smoke detectors are required on each level when the total footage of the addition is 5% or more of the square footage of the largest existing floor. When the addition of 25% or more, hard wired smoke detectors are required in each bedroom in addition to each level.

___ 10. Certificate of Occupancy application required for new construction and additions.

___ 11. When required for Borough Engineer review, ***three sets of plans and \$1,000 initial engineer escrow*** will be necessary to process application (deposit slip available at the Building Department).

___ 12. A separate sitework (zoning) permit is required for patio, walkway, driveway, etc., which are related or part of the proposed project.

___ 13. Passaic Valley Sewer Commission application and approval (for residential and commercial projects).

___ 14. Construction of one single family dwelling or other project shall obtain soil erosion and sediment control plan certification.

___ 15. COAH residential development fee form.

___ 16. Is any portion of the lot located in a flood plain as determined by FEMA flood map.

___ 17. Is the property currently or previously covered under NFIP?

NOTE: CONSTRUCTION DOCUMENTS MUST BE ASSEMBLED AS TWO COMPLETE PACKAGES FOR SUBMISSION. THREE COMPLETE PACKAGES IF BOROUGH ENGINEER REVIEW IS REQUIRED.

- **APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE ABOVE INFORMATION AND DOCUMENTS.**
- **TIME PERIOD FOR PLAN REVIEW IS 20 WORKING DAYS WHICH COMMENCES ONCE ZONING APPROVAL HAS BEEN GRANTED FOR THE PROJECT.**

I have reviewed this checklist and the construction permit as submitted contains the required information and documents for complete submission for review.

If you are unsure of any required information, please ask before you submit your application.

THIS CHECKLIST FORM MUST BE FILLED OUT, SIGNED AND SUBMITTED WITH THE APPLICATION.

OWNER

DATE

CONTRACTOR

DATE

FOR OFFICE USE ONLY

___ Tax record from the tax assessor's office

___ Copy of block/lot record