

# Construction Permit Applications

For all Construction Permit Applications, please be sure to include the following (All forms available below, three-part forms and official permit jackets are available in the Construction office):

- One Original of the Construction Permit Application jacket.
- One Original of all applicable Subcode Technical Section forms. (signed and sealed when required)
- One Original of the Chimney Verification form when applicable.
- One copy of a State Home Improvement Contractors License for all general contractors, and/or one copy of the HVAC License for HVAC contractors.
- Two copies of any specification sheets for all equipment being installed.
- Two copies of any plans or diagrams, both signed and sealed by a licensed architect or engineer when applicable.

Any Construction Permit that requires Zoning approval Must have an Approved Zoning Application submitted with the Construction Permit Application. Applications will not be accepted if the approved Zoning is not included.

Any Construction Permit that requires Historic Preservation Committee approval, Must have an Approved HPC Letter submitted with the Construction Permit Application.

The Subcode Officials review and approve plans submitted, perform inspections as necessary and issue stop work orders where appropriate. The Construction Official is the Administrator of the Construction Department who releases all permits after review by the appropriate Subcode Official, ensures that all inspections are scheduled and performed, that reports are completed and properly filed, approves all Certificates of Occupancy and issues violations notices when necessary in order to maintain UCC compliance.

*\*Inspection requests must be called in during normal business hours of 7:30-3:30pm Monday – Friday, 908-782-8840 X220. Please do not leave Inspection requests on voicemail, as they will not be scheduled.\**