



OFFICE PROCEDURE FOR PERMIT PROCESSING

The following procedures are required for the processing of permit applications.

- 1. Application Folder** (UCC form F100) must have all sections completely filled out (sections I, II, III, IV, V, and VI). Inside of folder must be signed and dated by owner or contractor / agent.
- 2. Technical Sections** (all that apply: Building- F110, Electric- F120, Plumbing- F130, Fire Protection- F140) must be completely filled out and signed and sealed if required.

If work is for a single-family, owner occupied residence, the owners may perform their own electrical and/or plumbing work.

Otherwise, the owner must hire a NJ licensed plumber and/or electrician, who must take out the permit and sign and seal the appropriate technical section. If there is a change of contractor, a new technical section (permit) must be submitted. There is no additional fee to change contractors, unless there is additional work.

- 3. Two (2) sets of plans** are required as per N.J.A.C. 5:23-2.15(f)1. All drawings must be legible, drawn to scale, and have measurements labeled on them.
As per N.J.A.C. 5:23-2.15(f)1.ix. The OWNER is permitted to draw his/her own plans **only when it is a single family, owner occupied private residence**.
If drawn by the homeowner, plans must be signed. If drawn by a New Jersey licensed professional (architect or engineer), the plans must be signed and sealed.
The building contractor cannot draw the plans.
- 4. Estimated cost of construction** is the estimated cost of the work for which a permit is sought, including but not limited to building construction, onsite construction, and all integral equipment, built-in furnishings and finishes.
Where any material or labor proposed for installation in the building or structure is furnished or provided at no cost, *its normal or usual cost shall be included in the estimated cost*.
On the Building Technical Section, if the proposed work is both an addition and alteration, you must break down the cost of the addition and alteration as indicated on the form.

5. All kitchen and bathroom alterations/renovations will require a drawing of the existing layout.
6. Any new wall sections and/or new framing require an elevation drawing.
7. The Energy Subcode requires applicants to show compliance as part of the permit process for new construction and additions as per N.J.A.C. 5:23-2.15(f)1.vi.
8. Zoning approval/permit is required for permits for, but not limited to, new construction, additions, decks, retaining walls, fences, sheds, pools (above-ground and in-ground), spas, hot tubs and signs.
9. Zoning approval/permit is a **PRIOR APPROVAL** and must be obtained **before** applying for a building permit.
No plan review will take place beforehand.

Applications for zoning approval/permit are available in the Building Department.
Depending on the slope of the land, a topographical map may be required.
There is a \$35.00 application fee for a zoning review.

10.Prior approvals include but are not limited to the following:

- NJ State Department of Environmental Protection (DEP) approval for any major alteration / renovation, addition, and structures in a flood area and / or wetland. This can be determined by calling the NJ State DEP at (609) 777-0456.
- County approvals are required for any property located on a county road. This includes a new home, front addition (if variance is required), street opening, expansion of driveway and apron.
- If it is determined that you are in a flood area or wetland or within 300 ft. of a C1 waterway (i.e. stream), you must obtain a “letter of waiver” from the NJ State DEP Land Use Regulation in order to proceed with your permit application.
- You must contact the NJ State DEP at (609) 633-9277. The NJ State DEP mailing address is P.O. Box 439, Trenton, NJ 08625.

11.Utility approvals are also a prior approval. They include but are not limited to a dig number.

- When calling for a mark out of utilities you are assigned a dig number. Your location will then be marked out on the street / curb for underground utilities. This is required for any excavation.
- Also, any demolition of any structure requires a letter from the utility companies, electric, gas, water, sewer, phone, and cable. Also, a certification from a pest control company and asbestos abatement company.

- The telephone number for obtaining a dig number is 1-800-272-1000.

12.Any local applications approved by the Planning Board or Zoning Board require a signed resolution and plans.

- Permit applications will not be accepted until the resolution and signed plans are received by this department.
- There is a 45-day grace period from the day of publication that you can start your project at your own risk as long as the above requirement is met.

13.Engineering approval is required for certain types of construction (new houses, additions, retaining walls, in-ground pools, regrading of property, soil moving) or as directed by the Construction Official.

- An escrow fee must be posted when engineering review is required. This is posted at the time of application for engineering review.

14.You cannot apply for a building permit until all prior approvals have been obtained.

15.The building department has **20 business days** to process a **completed** building permit application.

- Most simple permits are processed with little or no delay.
- If any information is missing or incomplete, this will delay the approval process.

16.There is a **10-business day** review period for completed zoning applications.

- A completed zoning application is required before any zoning review starts.

17. When your application has been approved, we will call you with the cost of the permits.

- We accept cash or check (make check out to the **Borough of Oradell**).
- After you have been called, you may pick up your approved permits from the building department during the hours of, 8:30AM – 3:30PM, Monday through Friday.
- The permit placard must be displayed in the front window so it is viewed from the street.
- An approved set of plans must be kept on the job site.
- When calling for inspections provide **permit number, block & lot number, address and name of property owner** each time you call.
- **Do not** leave inspection request on the answering machine.
- No work is to begin before 7:00AM, and end one half hour after sun down Monday through Friday. On Saturday no work is to begin before 8:00AM, and end one half hour after sun down. No contractors may work on Sundays or holidays.

- 18. Required inspections** may include: Footings (prior to pouring concrete), foundation/backfill, interior slab, rough inspections (electric, plumbing) framing, insulation, and final inspections for each applicable subcode area (electric, fire, plumbing, and then building) and engineering, if applicable. Check with the Construction Office to determine which inspections are required for your project.
- 19.** Once all final inspections have been performed and approved, you must fill out an application for your Certificate of Occupancy. Applications can be obtained from the Construction Office. The certificate will be mailed to you.
- 20.** If you have any questions, feel free to contact the Construction Office at **261-8005**, Monday through Friday 8:00AM – 4:00PM.