

2/19/15 Owner Letter and Copies of all Contractors Licenses are required with every application. Pre-Submittal Meetings are encouraged for large interior alterations and renovations, additions and new buildings. Contact Brenda Sirkis at 609-799-8490 ext. 316 to schedule a Meeting.

ROOF TOP UNITS

Replacement

- Zoning Approval – Survey Showing Existing
- Letter of Authorization from property owner
- Two Sets of Specifications on New Unit
- If Weight of New Unit is greater than Old Unit, Plans by Design Professional
- CPA
- Building Subcode Form Indicating:
 - Existing weight and size of unit
 - Curb size (New or Existing)
- Electric Subcode Form
- Plumbing Subcode Form with HVACR Seal (master plumber can do condensate only)
- Fire Subcode Form if 2000 CFM or > With copy of license (eb, fa/ba, or dca work permit listing alarm as type of contractor)

SHEDS

- Zoning Approval
- Owner Letter
- Building Subcode Form (wwt LICENSE)
- CPA
- Survey
- Plans by design professional
- MSDS Sheets

SIDING(OVER 25% of bldg. exterior –

Polypropylene any amount

- Zoning Approval
- Owner Letter
- Building Subcode Form (wwt LICENSE)

SIGNAGE (See Sign Guide to verify if permit is required)

- Zoning Approval
- Slide in Slide out name change – Zoning Only
- OUTDOOR SIGNS – Three (3) copies of property survey stamped with prior approval(s)
- Owner Letter
- Two sets of plans, signed & sealed
- Building Subcode Form
- Electrical Subcode Form (if electric)

SITE LIGHTING

- Zoning Approval
- Owner Letter
- Construction Permit Application Folder
- Building Subcode Form
- Electrical Subcode Form
- Two sets of Signed Sealed Plans
- Specs on Poles, windload, anchor bolts

SOLAR SYSTEMS

- Zoning Approval
 - *Solar Photovoltaic Systems require two sets of Plans from a NJ Licensed Design Professional Signed and Sealed
- Owner Letter
- Ground Mount Solar requires 48" Fencing
- Building Subcode Form
- Electric Subcode Form
- Fire Subcode Form
- Equipment Specifications
- Plumbing Subcode Form (Hydronic System)

SUMP PUMP

- Letter of authorization from property owner(s)
- Engineering Approval (for Discharge)
- Plan showing point of discharge
- Construction Application Folder
- Electric Subcode Form (sump pump needs to be on a dedicated line)
- Plumbing Subcode Form (State Licensed or Water proofing contractor)
- 2 copies of specifications on sump pump