

**CONSTRUCTION PERMIT CHECKLIST: (LAST UPDATED 3/9/2020)
(AND/OR ADDITION TO SECOND FLOOR)**

ZONING REQUIREMENTS:

1. Residential Zoning Application
2. 2 copies of the most recent survey, to scale, signed and sealed. The MUST be the same survey used for the site plan and should be indicated as such.
3. For new second floor or addition to the second floor, side yard setbacks to be provided and distance to be indicated on the site plan. There is a minimum side yard setback requirement for second floors.

SITE PLAN REQUIREMENTS: PLEASE SEE EXAMPLE ON FOLLOIWNNG PAGE

1. Zoning table of existing, proposed and required calculations
2. Breakdown of all coverages to be provided, not just percentages given
3. Zone indicated
4. Seepage pit locations, if required, to be indicated
5. A/C units, generators, sheds, accessory structures to be shown and should be added to the Residential Zoning Application.
6. Site plan should be the first page of the building plans. If submitted separately from the building plans, 2 copies are required.

ENGINEERING REQUIREMENTS:

1. Stormwater management: detention on plans, seepage pit detail to be shown
2. Silt fence detail on site plan
3. Bergen County Soil Conservation District Permit for over 5K soil movement, if applicable

CONSTRUCTION REQUIREMENTS:

1. 2 copies of the building plans
2. IRC/NEC/NSP current codes
3. Res-check, 2 copies
4. Permit jacket completed
 - a. Breakout of volume and sq. ft. of addition to be indicated on front page of jacket
 - b. Certification in lieu of oath completed and signed (this is the inside of the jacket)
5. Building tech sheet completed
 - a. Description of project
 - b. Home improvement license number given
 - c. Breakout of alternation and addition costs
6. Plumbing tech sheet completed
 - a. Sealed
 - b. Estimated cost of work provided
 - c. If generator is being install, a Generator Checklist shall be submitted with the permit
7. Electrical tech sheet completed
 - a. Sealed
 - b. Estimated cost of work provided
 - c. Mechanical Tech sheet completed
8. Fire tech sheet completed
 - a. Estimated cost of work provided