

# Construction Permit Application Instructions

Instructions for completing Construction Permit Applications and Technical Sections are as follows:

## **UCC-F100, Construction Permit Application –pg. 1.**

Applicant completes sections I, II, III, IV, VI and VII. CCE Office completes section V.

### **I. Identification**

1. **Work site.** Record the address at which the construction project will occur.
2. **Name of Owner in Fee.** Record the property owner's (as recorded on the tax records and/or Deed) name, telephone #, e-mail address (if any), and traditional mailing address; include municipality and zip code.
3. **Ownership in Fee.** Indicate whether ownership is Public or Private. (Public should be checked if the property is owned by the town, county, state or federal government.)
4. **Principal Contractor.** Record the name, telephone #, traditional address and e-mail address of the principal contractor. If the project is new residential construction, record the contractor's Builder Registration No. If the project involves a single subcode, and the subcode contractor and principal contractor are one in the same, and the project is for:
  - Electrical or Plumbing work only, then record the contractor's Electrical or Master Plumber's license no.
  - Fire protection equipment, then record the contractor's certification no.
  - Burglar alarm, fire alarm or electronic security systems, then record the contractor's license no.
  - A home improvement project, then record the contractor's Home Improvement Contractor registration no., or reason for exemption.
  - A landscape irrigation system, then record the contractor's Landscape Irrigation Contractors certification.

*See N.J.A.C. 5:23-2.15(b) for licensing, registration, certification requirements.*

  - If you are a homeowner performing your own work, record *Homeowner* in section I-5.

*Note: Contractor information must include License or Builder Registration number, where applicable, and Federal Employer Number, and include a copy of all licenses or certifications.*

5. **Architect or Engineer.** Record the architect or engineer's firm name, contact person, traditional address, e-mail address, telephone and Fax no.
6. **Responsible Person in Charge** once Work has Begun. Record the name, telephone no. and Fax no. (if available) of the person who is responsible to the owner for ensuring that all work is installed and completed in conformity with the regulations. This person may be the design architect or engineer, the contractor or a 3<sup>rd</sup> party acceptable to the Construction Official.

## **II. Proposed work**

1. Indicate **what type of work** will be performed.

- Minor work –construction work undertaken in existing structures, requiring no prior approvals and no plan review, not altering in any way the structural members of a building and meeting the definition set forth in N.J.A.C. 5:23-2.17A.
- New building –the building of a structure where previously there was none.
- Addition –the increase in area and volume of an existing structure.
- Demolition.
- Repair –the restoration to a good or sound condition of materials, systems and/or components that are worn, deteriorated or broken using materials or components identical to or closely similar to the existing.
- Renovation –the removal and replacement or covering of existing interior or exterior finish, trim, doors, windows, or other materials with new materials that serve the same purpose and do not change the configuration of space.
- Alteration –the rearrangement of any space by the construction of walls or partitions, the addition or elimination of any door or window, the extension or rearrangement of any system, the installation of any additional equipment or fixtures and any work which affects a primary structural component.
- Reconstruction –any project where the extent and nature of the work is such that the work area cannot be occupied while the work is in progress and where a new certificate of occupancy is required before the work area can be reoccupied.
- Asbestos Abatement (Subch. 8).
- Lead Hazard Abatement.
- Radon Remediation.
- Annual Permit –an annual Permit may be issued to an educational, industrial, institutional, mercantile, business or government facility; see N.J.A.C. 5:23-2.14(c) thru (e) for specifics.

2. **Subcodes –check all that apply.** Estimate the labor and equipment costs of the work to be performed, by subcode, and then total.

## **III. Plan Review**

1. Indicate whether partial releases on plan review is desired.
2. Indicate whether prototype processing is in order; see N.J.A.C. 5:23-2.15(f)2.

**IV. Does or will this building contain...** –indicate by checkmark, all that apply.

V. Fee Summary –for *Office* use only.

**VI. Building/Site Characteristics** –if proposed work is New Building, Addition or Demolition, items 1 thru 12 in section VI *must* be completed.

**VII. Description of Building Use** –Complete section VII-A if the structure's primary use is residential; complete section VII-B if the structure's primary use is non-residential. All applicants must complete sections VII-C and VIID.

**Construction Permit Application –pg. 2. Certification in Lieu of Oath**

Complete section I if applicant is owner in fee of the property listed on page 1 as the proposed work site.

Complete section II if the applicant is anybody other than the property's owner in fee.

Complete section III if applicable to your construction project.

**Construction Permit Application –pg. 3.**

Office completes sections VIII, IX and X.

## **UCC-F110, Building Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

### **A. Identification**

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. If the project is new residential construction, record the contractor's Builder Registration no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record Homeowner in the Contractor section.

### **B. Building Characteristics**

- Indicate the structure's present and proposed use group.
- Indicate the structure's present and proposed construction classification.
- Indicate the structure's:
  - Number of stories.
  - Height of structure.
  - Area of largest floor.
  - New building area.
  - Volume of new structure.
  - Total land area disturbed.
- Indicate the estimated cost of the building work:
  1. New building
  2. Alteration
  3. Total (1&2).

### **C. Certification in Lieu of Oath**

- Please sign accordingly and emboss if Contractor.

### **D. Technical Site Data**

- Description of Work. Briefly describe activity to take place, with comments. Do not make sketches or drawings here.
- Type of Work. Indicate by checking, the type of work to be conducted.

E. CCE Office completes *Job Summary* and *Fee* sections.

## **UCC-F120, Electrical Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

### **A. Identification**

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's *Electrical Contractor* license no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

### **B. Electrical Characteristics**

- Indicate the structure's present and proposed use group.
- Indicate Pole/Pad no. The *pole* or *pad* number is a reference number the utility company uses to determine the electrical service cut-in location; it may be found on a metal plate mounted on the pole for overhead service, or on the pad-mounted transformer for underground service. Providing the *pole* or *pad* number is required if your construction project affects the electrical service.
- Indicate if electrical service is temporary or other; if service is other than permanent or temporary, indicate type, e.g., diesel-powered generator.
- Indicate how the building is occupied.
- Indicate the utility company.
- Estimate the total labor and materials cost of your electrical work.

### **C. Certification in Lieu of Oath**

- Sign in the space provided; check the appropriate box.
- If you are a contractor, emboss with your license seal.

### **D. Technical Site Data**

- Description of Work. Briefly describe activity to take place, with comments.
  - Type of Work. Indicate the quantity and size, where applicable, of all fixtures and equipment that are a part of this construction project.
- E. CCE Office completes *Job Summary* and *Fee* sections.

## **UCC-F130, Plumbing Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

### **A. Identification**

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's *Master Plumber's Contractor* license no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

### **B. Plumbing Characteristics**

- Indicate the structure's present and proposed use group.
- Indicate the building's sanitary sewer line size; indicate whether sanitary sewer is *Public* sewer or *Private* septic.
- Indicate the building's water service line size; indicate whether water service is *Public* water or *Private* well.
- Estimate the total labor and materials cost of your plumbing work.

### **C. Certification in Lieu of Oath**

- Sign in the space provided; check the appropriate box.
- If you are a contractor, emboss with your license seal.

### **D. Technical Site Data**

- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.

## **UCC-F140, Fire Protection Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

### **A. Identification**

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. For fire protection equipment, record the NJ Div. of Fire Safety *Permit* number; record the NJ Div. of Fire Safety *Installer* number. Record the contractor's *Fire Alarm Contractor* no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

### **B. Fire Protection Characteristics**

- Indicate the structure's present and proposed use group.
- Indicate the structure's present and proposed construction classification.
- Indicate whether work being done to the building's heating system is new, a modification to an existing system, a conversion or replacement system; indicate its fuel type and location.
- Indicate the fuel type and capacity of any fuel storage tanks present.
- Indicate whether the fire alarm system is *new* or *existing* and the location of its panel.
- Indicate whether the fire suppression/standpipe system is *new* or *existing* and the location of the main control valve.
- Estimate the total labor and materials cost of your fire protection work.

### **C. Certification in Lieu of Oath**

- Sign in the space provided; check the appropriate box.

### **D. Technical Site Data**

- Description of Work. Briefly describe activity to take place, with comments.
- Indicate the water supply source and method of alarm or suppression system supervision.
- Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.

## **UCC-F145, Mechanical Inspector Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

Important Note: the Mechanical Inspector Technical Section may only be used if your municipality: 1) has established by ordinance a fee for the inspection of mechanical equipment, 2) employs a licensed mechanical inspector, and above all 3) the construction project's *Use Group* is R-3, R-4 or R-5.

### **A. Identification**

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. If the project is new residential construction, record the contractor's Builder Registration no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

### **B. Mechanical Characteristics**

- Indicate the structure's present and proposed use group. Note: can *only* be R-3, R-4 or R-5.
- Indicate the building's sanitary sewer line size; indicate whether sanitary sewer is *Public* sewer or *Private* septic.
- Indicate whether building's heating system work is new, modification of existing system, conversion or replacement.
- Indicate type of heating and type of fuel.
- Estimate the total labor and materials cost of your mechanical work.

### **C. Certification in Lieu of Oath**

- Sign in the space provided.

### **D. Technical Site Data**

- Description of Work. Briefly describe activity to take place, with comments.
- Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.

E. CCE Office completes *Job Summary* and *Fee* sections.



**WHAT IS THIS?** In the order you will see them on the Permit Application:

**Qualification Code** – Most addresses do not have a Qualification Code. Condominiums and some other multi-unit properties will have a QC. Farm Assessed properties will be designated as Q-Farm. The QC can be found on the Tax Record.

**Proposed Work Site** – Address where the work is being done, including unit/suite/building number. This is not the backyard or basement, but the physical address.

**Name of Owner in Fee** – Who owns the property? Who is listed as the owner on the Deed and/or Official Tax Record? Corporations, LLCs, Partnerships, etc must be listed as the owner if that is how ownership is recorded. A New Jersey address must be provided. Estates for decedents must be listed and a responsible party listed.

You are not the owner if you are a buyer and the Deed has not transferred.

If the transfer of ownership has taken place but the Tax Record has not been updated (this takes some time), you must show proof of ownership (deed, settlement paper, etc).

You are not the owner if you are a tenant.

You are not the owner if your name does not appear on the Deed or Tax Record, even if you live at, or do business at, the property.

**Ownership in Fee** – Public means the property is owned by the Town, County, State or Local Government, regardless of use. Private means everything else.

**Principal Contractor** – “Homeowner” or the General Contractor. If a Contractor, all licenses and certifications must be listed and copies provided in each application. List the Contractor as shown on the license. Federal Employee ID # is required.

**Architect or Engineer** – Only Permits submitted with sealed plans from a design professional need fill in this section.

**Responsible Person in Charge** – Name the person who we will call about this Permit and the work it covers. This person will receive Plan Review Notes, calls for payment, calls for information, calls from Inspectors, etc. A FAX # is very helpful here.

**Certification in Lieu of Oath** – Read and sign the appropriate section.

Section I is for Residential Owners doing their own work or who are acting as the General Contractor for the construction of a new home they own and they will live in. Owners are taking full responsibility for the work performed.

Section II is for Licensed Contractors and/or Commercial Property.