

## WHEN AND WHY DO I NEED A BUILDING PERMIT OR ZONING APPROVAL?

Building permits provide the means for Code Officials to protect us by reducing the potential hazards of unsafe construction and therefore ensuring the public health, safety, and welfare.

**Building permits** are required for, but not limited to, the following:

Additions	Hot Tub / Jacuzzi
Add-a-Levels	Lawn sprinkler system (backflow preventer)
All interior construction & renovations	New construction (house, garage, etc.)
Boiler (new or replacement)	Oil or gas replacements or conversions
Central Air Conditioning (new and replacement)	Oil tank removal, abandonment or installation
Decks/Patios	Pools – in-ground or above ground
Demolition (house, pool or structures)	Remodeling – kitchens, bathrooms
Electrical service upgrades, panel replacements	Retaining walls (new or replacement)
Enclose porch	Roofing – commercial only
Fences (new and replacements for pool barriers only)	Sheds – (over 200 sq. ft.) new or replacement
Finish basements	Siding – Polypropylene type only (residential)
Fireplace/stove installation (wood or gas fired)	Stove installation (wood or gas)
Furnace (new or replacement)	Water Heater (new or replacement)
Garage construction or demolition	Water service connection
Gas service connection	Whirlpools/Spas/Hot tubs

**Zoning approval** is the first step required for certain types of construction. It is required for permits for, but not limited to, new construction, additions, add-a-levels, decks, all fences (new or replacements, privacy & pool barrier), patios, retaining walls, sheds (new or replacement), pools (in-ground or above ground), and whirlpools, spas, hot tubs.

In order to obtain zoning approval, pick up or download the application. The form must be completed, include a **copy** of your survey/plot plan (no more than 5 years old) with the proposed construction drawn and highlighted on the survey. Be sure the survey is up to date including any additions/deletions made since the date of the survey. Make sure YOUR name and address appears clearly on the survey. You will be notified of your approval (by phone) or denial (by mail). You can call the Zoning Officer at (201) 664-5900, if you have any questions. There is a \$50.00 application fee which must be submitted with your zoning land use application.

A **soil movement permit** application is required to be filed whenever soil is being moved onto, off of, or within a property (for example, during the construction of a basement, crawl space, in-ground pool, retaining wall, landscaping, etc.) The application is obtained from the Building Department. A soil movement permit is required whenever 150 cu. yds. or more soil is being moved. Payment of this permit fee and escrow is a prior approval to the issuance of a building permit.

**Engineering approval** is required for certain types of construction, i.e. new house, in-ground pool, retaining wall, etc. An escrow fee must be posted with the building department along with sealed architectural or engineering plans/drawings for the work being performed.

If zoning or engineering approval is not required, or has been obtained for those permits requiring approval, you can apply for your building permit. The application for your building permit must include:

- a. Application folder – completed and signed inside and out.
- b. Subcode Technical Sections (all that apply):
  1. Building – include costs, broken down between new/addition *and* alteration if applicable, all calculations requested – square footage, cubic volume, etc.
  2. Electric – (signed and sealed, unless work is being performed by homeowner)
  3. Plumbing – (signed and sealed, unless work is being performed by homeowner)
  4. Fire – required for smoke detectors, boilers, furnaces, etc.
    - All technical sections must be completed in full, incl. cost, and signed.
- c. 2 sets of drawings/plans must accompany the application for review. If drawn by a NJ licensed architect or engineer, both sets must be signed and sealed. If drawn by the homeowner, drawings must be so signed.

*Plans can NOT be drawn by the contractor, per NJ State Law!*

The majority of building permits are processed with little delay. If plan modifications are needed, the deficiencies are based on a careful review of the proposed work to insure safe and sound construction. Permits that have been approved are to be picked up in the building department during office hours, Monday through Friday, 7:30-1:30 PM. \* **\*\* The permit placard must be displayed in the front window and the approved set of plans must be kept on the job site. \*\***

**Required inspections** may include: Footings (prior to pouring of 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 Official to determine which inspections are required for your project.

Once all final inspections have been performed and approved, you must fill out an application which will be mailed to you for your Certificate of Occupancy. Applications can also be obtained from the building department. The certificate can be picked up or it will be mailed to you.

**INSPECTORS:**

Construction Official	Armand Marini
Building Subcode Official / Inspector	Armand Marini
Electrical Subcode Official	Samuel Infante
Electrical Inspectors	Samuel Infante, Joseph DeSalvo
Plumbing Subcode Official / Inspector	Mark Bocchino
Fire Protection Subcode Official / Inspector	Armand Marini
Mechanical Subcode Official / Inspector	Armand Marini
Zoning Official	Armand Marini
Property Maintenance Official	Rich Solimando

**HOURS OF INSPECTION:**

Building:	Monday – Friday	8:00 a.m. – 12:00 p.m.
Plumbing:	Tuesday & Thursday	3:30 p.m. – 6:30 p.m.
Electric:	Monday, Thursday & Friday	2:00 p.m. – 5:00 p.m.
	Tuesday & Wednesday	8:00 a.m. - 11:00 a.m.
Fire:	Monday – Friday	8:00 a.m. – 12:00 p.m.
Mechanical:	Monday – Friday	8:00 a.m. – 12:00 p.m.

No work is to begin before 7:00 AM or to continue after sunset.

- ◆ CALL 1-800-272-1000 before you dig! They will mark out underground utility lines. Provide the building dept. with the dig number assigned to your project.

If you have any questions, feel free to contact the building department, Monday through Friday, 7:30 – 3:30 PM, at 664-5900. The Construction Official has office hours Monday - Friday 6:30 a.m. – 12:30 p.m.

**WHENEVER A PERMIT IS ISSUED, IT IS NOW THE LAW THAT SMOKE DETECTORS and CARBON MONOXIDE DETECTOR/S MUST BE INSTALLED IN THE DWELLING UNIT. Battery operated detectors satisfy this requirement. (Hard-wired, battery back-up, interconnected detectors are still required in connection with permits for additions and new construction) They must be installed one on every level, including the basement. The installation of these devices does not require an inspection by the building department. It is the responsibility of the homeowner to insure that this is done. Please call the building dept. with any questions regarding this requirement.**

- ◆ **FOR THE SALE, CHANGE OF OWNERSHIP, OR RENTAL OF ANY PROPERTY... NEW JERSEY STATE LAW REQUIRES A SMOKE DETECTOR / CARBON MONOXIDE / FIRE EXTINGUISHER COMPLIANCE INSPECTION. (Westwood requires hard-wired, interconnected, battery back-up smoke detectors for house resale) ALSO, A CERTIFICATE OF ZONING COMPLIANCE IS REQUIRED ON THE RESALE OF A RESIDENCE IN THE BOROUGH OF WESTWOOD. PLEASE STOP IN THE BUILDING DEPT. TO SCHEDULE AN INSPECTION (both at once), WHICH IS PERFORMED ON Tuesdays (8-11 a.m. and Wednesdays 9 – 11 a.m.) A fee is required to be paid at the time of inspection or re-inspection request.**