

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, VI, and VII). 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(e)3i. All drawings must be legible, drawn to scale, and have measurements labeled on them. As per NJAC 5:23-2.15(e)1viii the OWNER is permitted to draw his/her own plans **only when it is a single family, owner occupied home**. If drawn by homeowner, plans must be so 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, on-site 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 permit process for new construction and additions. See/ask for DCA Bulletin 15-4 for details.
8. Zoning approval 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. Zoning approval is a **PRIOR APPROVAL** and must be obtained **before** applying for the building permit. No plan review will take place beforehand. Applications for zoning approval are available in the building department. Depending on the slope of the land a topographical map may be required. There is a \$50.00 application fee for all Land Use (Zoning) applications. Make check payable to "Borough of Westwood".

9. **Prior approvals** include but are not limited to the following: NJ State DEP approval for any major alteration/ renovation, addition, and structure in a flood area and/or wetland. This can be determined by either calling FEMA or www.FEMA.gov to get the name of a certified company to make the determination where your property is located. County approvals are required for any property located on a county road. This includes a new home, front addition (if a variance is required), street opening, expansion of driveway and apron.

If you are in a flood area, wetland, or within 300 ft. of a C1 waterway (i.e. stream), you must obtain a "jurisdictional determination" from the Department of Environmental Protection (DEP) Land Use Regulation in order to proceed with your permit application. The jurisdictional determination advises whether or not a DEP permit is required. You must contact the DEP for instructions on how to apply for jurisdictional determination.

10. **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 is required. The dig number is 1-800-272-1000 or simply dial 811.
11. 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.
12. Engineering approval is required for certain types of construction (new houses, retaining walls, in-ground pools) 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. A W-9 form is required for any escrows posted.
13. If a Soil Movement Permit is required, it shall be applied for and approved by the borough engineer before a permit will be issued. Any fees and escrows shall be posted at the time the permit is issued. A W-9 form will be required for any escrows posted.
14. **You cannot apply for the building permit until all prior approvals have been obtained.**
15. As per N.J.A.C. 5:23-2.15(e)3(1) this department has **20** business days to process a **complete** 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.
15. There is a **10 business day** review period for completed zoning applications. A completed zoning application is required before any zoning reviews start.

INSPECTION REQUIREMENTS

Construction work must be inspected in accordance with the State Uniform Construction Code Regulations N.J.A.C. 5:23-2.18. This agency will carry out such periodic inspections during the progress of work as are necessary to insure that work installed conforms to the approved plans and the requirements of the U.C.C.

The owner or other responsible person in charge of work shall notify this enforcing agency when the work is ready for any required inspections specified below or required by the construction official or appropriate subcode official. This notice shall be given at least 24 hours prior to the time the inspection is desired. Inspections shall be performed within three business days of the time for which it was requested. The work shall not proceed in a manner which will preclude the inspection until it has been made and approved per N.J.A.C. 5:23-2.18 (c) 1. *Only call for inspection when the work is ready. Do not anticipate!*

You must have the following information in order to request an inspection:

- Permit number
- Owner's name
- Work site location (address)
- Type of inspection

Required inspections are as follows:

1. **FOOTING INSPECTION:** The bottom of trench prior to the pouring of concrete.
2. **FOUNDATION LOCATION SURVEY:** For any new structure or addition over 500 square feet or free-standing structure, a foundation location survey must be provided to the building department before a foundation/backfill inspection can be requested.
3. **FOUNDATION INSPECTION:** Prior to the placement of backfill around the foundation.
4. **ELECTRIC AND PLUMBING ROUGH INSPECTIONS:** Plumbing underground services, rough piping, water service, gas service, sewer and storm drains; Electrical rough wiring, panels, and service installations; Mechanical equipment, i.e. ductwork, etc.
5. **FRAMING INSPECTION;** All structural and framing connections prior to covering with finish (gypsum board or wall covering) or infill material. Framing inspections are performed AFTER approvals have been given for electrical and plumbing rough inspections.
6. **INSULATION:** Prior to the installation of gypsum board or wall covering. Building exterior must be protected/covered – building must be watertight.
7. **FINAL INSPECTIONS:** *A final inspection is required for each applicable subcode area before a certificate of occupancy or approval may be issued.*

All interior and exterior work must be completed. If applicable, all engineering and site work must be completed and this office must receive a letter from the engineer. Performance bonds, as directed by the borough engineer, must be posted for incomplete site work.

CERTIFICATE OF OCCUPANCY: Once all final inspections have been performed and approved, and all necessary documentation received when applicable (i.e. Engineering, Bergen County Soil, Home Owner Warranty, As-Built Survey, etc.), you must complete and submit the Application for Certificate. This form can be picked up in the building department or one will be mailed to you. Please be sure to complete all areas on the form and return it to the building department. Occupancy without a certificate is a violation of the U.C.C. and subject to a penalty up to \$2,000.

- **A COMPLETE SET OF APPROVED PLANS MUST BE KEPT ON THE JOB SITE.**
Failure to do so will result in inspection failure.
- **PERMIT PLACARD MUST BE POSTED SO IT CAN BE SEEN FROM THE STREET.**

INSPECTORS

Construction Official	Armand Marini
Building Subcode Official	Armand Marini
Plumbing Subcode Official	Mark Bocchino
Electrical Subcode Official	George Pedersen
Electrical Inspector	Frank Dyer
Fire Protection Subcode Official	
Fire Protection Inspector	Armand Marini
Mechanical Subcode Official	Armand Marini
Zoning Official	Armand Marini
Property Maintenance Official	Rich Solimando
Borough Engineer	Boswell McClave Engineering (201) 641-0770

HOURS of INSPECTION

Building:	M - F	8:00 a.m. – 12:00 p.m.
Plumbing:	W & F	7:00 a.m. – 10:00 a.m.
Electric:	M & F	4:00 p.m. - 7:00 p.m.
	T,W,Th	3:30 p.m. - 6:30 p.m.
Fire:	M - F	8:00 a.m. – 12:00 p.m.

OFFICE HOURS

The building department is open Monday through Friday, 7:30 a.m. until 3:30 p.m.

Phone (201) 664-5900