



The Township of Haddon Construction Department

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Permits for Residential Projects

A guide for homeowner's applying for a permit.

The following information has been provided to assist homeowners in submitting permit applications for home projects they are doing themselves. Whether you are hiring a contractor or doing the work yourself, this will help you understand the necessary paperwork, timelines and planning of all phases of the construction process.

This packet will provide information for:

- ✓ Codes
- ✓ The Permit Application
- ✓ Zoning (If necessary)
- ✓ Plans & Plan Review
- ✓ Inspections
- ✓ Closing your Permit



NEW JERSEY REHABILITATION CODES

The rehabilitation subcode classifies work into different categories. Each category has specific requirements. The requirements can be found in the code section after each type.

Ordinary Maintenance (NJAC 5:23-2.7) – means restoration or improvement of a routine or usual nature which is done by replacing a part of, or putting together, something that is worn or broken in a building. A complete list is found in the code section. A permit is not required for work that is classified as ordinary maintenance.

Repair (NJAC 5:23-6.4) – means 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 and does not include items considered ordinary maintenance. When repairs require a permit, they generally will not require plans to be submitted.

Renovation (NJAC 5:23-6.5) – means 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. Renovation shall include the replacement of equipment or fixtures. A permit is typically required.

Alteration (NJAC 5:23-6.6) – means 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. A permit and plans are typically required.

Reconstruction (NJAC 5:23-6.7) – means 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. Reconstruction may include repair, renovation, alteration or any combination thereof. A permit and plans are typically required.

Addition (NJAC 5:23-6.32) – Any addition to a building or structure shall comply with the requirements of the Uniform Construction Code applicable to new construction. An addition will need to comply with the current codes. A permit, plans and zoning will approval are required.



The Permit Application ~ Getting Started

When applying for a construction permit, the first step is to get a permit application jacket along with all technical subcodes and any other forms that may be required. All necessary permits and forms are available in the construction office, the Township of Haddon website construction page and the New Jersey Department of Community Affairs website. Other documents that may be required are a zoning application, plans, specification sheets from manufacturers for all equipment being installed or replaced, and any prior approvals that may be needed from other agencies. Any project needing a prior approval could keep us from reviewing the application until the prior approval is submitted.

Zoning Approval

Most exterior projects will require Zoning approval. This guide will not go into the zoning requirements it is always good to inquire if zoning is needed prior to submitting a construction permit application as to not hold up the process.

Most Interior projects will not require zoning approval.



Plans and Plan Review

ACCORDING TO NEW JERSEY LAW, OWNERS OF SINGLE-FAMILY PRIVATE RESIDENCE MAY PREPARE THEIR OWN PLANS. HOME IMPROVEMENT CONTRACTORS, UNLESS LICENSED BY LAW, CANNOT PREPARE PLANS.

Unless your project is very simple, your application will likely require plans. Plans need to be drawn to scale and contain enough details and information so that the construction official can ascertain code compliance. Plans may include plan views, elevations, ductwork, cross section, electric and plumbing plans. Two separate copies are required to be submitted to the construction department with the construction permit application.

Plan View – A plan view is an overhead look at the project work area or space. Locations of walls, doors, stairs, mechanical, and plumbing shall be identified on the drawing.

Elevation View – An elevation view is a flat representation of an exterior side of the building or interior wall.

Ductwork plans – A ductwork plan illustrates how heating and cooling will be dispersed through the structure. It will show heating, ventilation, air conditioning elements such as supply ducts, return ducts, grill and register locations.

Cross Section Plan – A section plan shows a side-view of wall or building element. This drawing shows important details, pertaining to the construction of the wall including materials, siding, roofing and foundation, interior finishes, etc.

Electric Plans – Electric plans convey fixture location, switches, outlets, smoke/carbon monoxide alarms and any other electric based devices. A plan view is the simplest way to do this. In addition to an owner or a NJ design professional, a NJ licensed electrical contractor is permitted to prepare electric plans for a single-family residence.

Plumbing Plans – Plumbing plans convey the location for plumbing fixtures such as toilets, sinks, showers, hose connections, water heaters, etc. A plan view is the simplest way to do this, however, there may be additional plans needed depending on the project. The additional plans are called riser diagrams. There are separate riser diagrams for water supply and drain/waste/venting systems. In addition to an owner or a NJ design professional, a NJ licensed plumbing contractor is permitted to prepare plumbing plans for a single-family residence.

Mechanical Plans – Common mechanical plans for existing single-family homes are for gas pipe systems, although it can include other plans such as ductwork plans. A gas pipe system plan is also called a gas riser diagram. It shows the type and size of the gas piping throughout the system, location of the appliances along with BTU ratings, and all pipe lengths in the gas piping system. In addition to an owner or a NJ design professional, a NJ licensed HVACR contractor is permitted to prepare gas piping plans for a single-family residence.

Completing Your Construction Permit Application

Permit Jacket – The permit jacket is a manila folder (original) or a 3-page document if downloaded. Sections I, IIa, IIb should always be completed as fully as possible. Please note that email addresses are required. Sections V is completed by the construction office. Section VI & VII should be completed to the best of your knowledge, but are not required. If you are doing the work yourself as the homeowner, then you should put “homeowner” wherever it asks for a contractor. Next, the inside of the permit jacket needs signatures. If the homeowner is doing the work themselves, they need to sign the section I (Owner section). If a contractor is completing the work, then the contractor needs to complete section II (Agent section). The 3rd page is completed by the construction office and does not need to be submitted. This document can be found on the Haddon Township website.

Permit Technicals – There are multiple disciplines within a permit application. Each discipline has a separate technical or subcode sheet that needs to be completed and submitted with the permit application. The disciplines are Building, Electric, Plumbing, Fire and Mechanical. The type of project will determine which sheet will be needed. If you have any questions on which technicals are needed please contact us and we will assist. When completing a technical sheet, fill in all applicant information, if doing the work yourself, put “homeowner” where it says contractor. You must include the cost of work as if you had hired a contractor (current market value for labor and materials) and the description and quantities of the work. There are links to each technical sheet on our website.

Plumbing, electrical, heating, ventilating, and air conditioning work shall not be undertaken except by persons licensed to perform such work pursuant to law, except in the case of a single-family homeowner on his or her own dwelling!

DUE TO INHERENT RISKS INVOLVED WITH PERFORMING YOUR OWN WORK, IT IS ADVISABLE TO HIRE A LICENSED PROFESSIONAL UNLESS YOU ARE COMFORTABLE WITH YOUR KNOWLEDGE AND EXPERIENCE.



Other Documents – There are numerous other documents that may need to be submitted with your application. These could include chimney certifications, HVAC design documents such as manual J and S, manufacturers specifications (cut sheets) on gas fired appliances, information on kitchen exhaust hoods and make up air, etc. Remember every application is different and has different requirements on what may need to be submitted!



Plan Review

When the permit application is dropped off a cursory review will be performed to make sure the application is complete before accepting. If it is apparent that items are missing or incomplete, we may ask for you to complete and bring back. This will help to keep the application moving through our review process. If zoning is required, it will go to zoning first, which could take up to 10 business days to complete. There may also be other agencies that will have to look at your application depending on the scope of work, such as the Township Engineer and/or County Board of Health to name a few. This could add additional time to the review process. Applications that do not need prior reviews or approvals can immediately go into plan review. According to NJAC 5:23-2.16(a) the construction official has twenty business days to review your application. If we need clarification or find any deficiencies in code compliance you will be notified in writing of the comments. If the permit application is approved, you will receive notification of the approval and the fee amount via email.

If the application is rejected, go through all the comments and address each comment directly. Look up any code citations that are given. Make any plan revisions and correct any other deficiencies. Although not mandatory, resubmit the application with a short narrative addressing how you addressed each comment. This will help the application move quicker through the re-review. If you are unsure of what the construction official is asking for, by all means, call our office and ask to speak with them. We are here to help get your application through the review process!



Permit Issuance

After plan review is complete and your permit has been fully approved, you will be notified by the construction office via email that the permit is ready for pick up and the fee amount. Permit fees are calculated in accordance with the most recently adopted fee schedule by the Township. The fee schedule can be found on the website. After payment, you will receive a set of plans (if plans were submitted) that must be onsite for all inspections, permit documents, and a placard that should be placed in a window or on site in a conspicuous location. **IF YOU HAVE A CONTRACTOR HANDLING YOUR PERMIT APPLICATION ON YOUR BEHALF, IT IS STILL THE OWNER'S RESPONSIBILITY TO VERIFY THAT THE PERMIT HAS BEEN RELEASED PRIOR TO COMMENCEMENT OF WORK.**

Inspections

After your permit has been issued and construction begins, you now will need inspections. A list of inspection was given to you in the permit paperwork when the permit was issued. You can also find the list on our website. Not all inspections on this list will be applicable to your project. If you have any questions reach out to the office. The required inspections will also provide guidance on scheduling your inspections. Once the project is complete it is important to have all final inspections conducted and approved. This is the responsibility of the applicant or applicant's contractor/agent to schedule these final inspections.



If you are using a professional contractor final payment should not be made until you are provided with a certificate. This is your evidence that the permit has been found to be in compliance with all codes and regulations. This is the final step and shows that you have closed the permit in accordance with the law. Permits will remain “open” until a certificate is issued. It is also a local ordinance that all “open” permits must be closed before the sale of a home.

If you have any questions or concerns, contact the construction office at 856-833-6265 or inspections@haddontwp.com