

# Construction Permits

## Related Applications:

In many instances the Zoning Officer may determine that your Zoning Application can not be approved due to the requirements of other jurisdictions in town. These may include the need for a subdivision, site plan review, or a use variance or bulk variance (through the Planning Board or Zoning Board of Adjustment), or approval by the Historic Preservation Review Commission.

The primary focus of this informational pamphlet is the **construction permit** process. Other pamphlets cover information related to those other reviews. However, it is important to remember to discuss all aspects of your project and to include as much information about the proposed work as possible with your Zoning Application to the Zoning Officer in order that he may make a fair and comprehensive review.

## Borough Information:

### Haddon Heights Borough Offices:

Borough Clerk . . . . .	547-7164
Construction Office . . . . .	547-2959
Zoning Officer . . . . .	547-2959
Tax Assessor . . . . .	547-7164
Zoning and Planning Board Secretary . . . . .	547-7164
Historic District Commission Chairman . . . . .	547-7132

This informational pamphlet is one of a series intended to provide answers to common questions and directions to frequently encountered situations. The focus is limited and the content is not intended to replace or supplement the Borough's Zoning and Land Development Ordinances or any other governmental regulations. Discrepancies or omissions are unintentional; the original documents will always take precedence. You are strongly urged to read the Borough Ordinances and/or consult with an attorney before making an application.

*Who do I ask about whether I need a permit?*

*What are the steps I need to follow to acquire a construction permit?*



## Did you know...

that you need to secure authorization and permits for construction for the following:

- ❖ to put in a swimming pool
- ❖ to erect a fence on your property
- ❖ to build an addition to your home
- ❖ to build a garage, shed, porch or deck
- ❖ to display a sign
- ❖ to construct or alter a driveway

For these and many other types of work, you must complete a Zoning Application with a copy of your plot plan showing the proposed work accurately.

It is the responsibility of all residents, property owners, and tenants to check with the Zoning Officer before starting any construction, alteration or modifications to homes, businesses or properties.

You should first direct your inquiries to the Zoning Officer. He will then be able to advise you about the appropriate steps needed to proceed.

**Zoning Official (Construction Office): 547-2959**

## Did you know...

that the following are **not** permitted in all Haddon Heights zoning districts:

- ❖ parking vehicles on front yards within side building lines
- ❖ keeping unregistered or unlicensed vehicles on your property
- ❖ commercial or business signs in a residential district
- ❖ business equipment stored on a residential property

# Construction Office Procedures

The regulations and procedures you need to follow for acquiring a permit are detailed in the **New Jersey Uniform Construction Code (NJUCC)**. The following are excerpts in a condensed form and should not be construed as the complete text. This is provided as an aid to understanding some of the more common procedures and how they are handled in Haddon Heights.

## Applications & Permits for Construction:

The construction permit process starts with a Zoning Application to the Zoning Officer. Your Zoning Application is reviewed for compliance with our Zoning and Land Development Ordinance. If your application is deemed to be in compliance, you will be given an approval and may proceed. If not, you may be directed to the appropriate review board for their review and approval. The Zoning Officer will provide you with the appropriate application forms for the review boards.

With zoning approval, you will be given the appropriate NJUCC application forms for a Construction Permit. Completed forms should be submitted to the Construction Office and will be reviewed by all relevant subcode officials.

Permit Applications may require the submission of drawings that define the work proposed. Among the work that requires plans are decks, sheds, pools, renovations, additions and new structures. Drawings are not usually required for roofing, siding, or minor electrical and plumbing. Under certain circumstances, homeowners are allowed to prepare their own drawings. However, most permits require a licensed architect or engineer. There are state laws governing when drawings are required and how drawings may be prepared. Be sure to ask the Construction Official what will be required for your project.

## Approved Construction Permit Applications:

After review and approval, the applicant, owner or contractor will be notified of the fee required and that the permit is ready to be picked up. You may not start any work until the fees have been paid and you have received the permit. There are penalties for commencing work without a permit. An application is only valid for six months from when it is approved. The work site may be inspected and penalty fees may be incurred if work proceeds without a valid permit. The Construction Office should be notified of any abandonment of a permit application. The Construction Office will continue to act as if the work was being undertaken until notified otherwise.

## Denied Applications:

If an application is denied, the applicant will be notified and reasons for the denial will be given. (The application may be revised and resubmitted, or the NJUCC provides for an appeal process.)

## Approved Permits:

Once a permit has been issued, it is the responsibility of the applicant or owner to call for inspections, including the final inspection when complete. Among the many types of work for which inspections are required by the construction code are: footings; foundations; framing; insulation; electrical and plumbing work; or where prior work is going to be covered over.

## Certificate of Occupancy:

Upon completion of the work, you will need a final inspection, and a Certificate of Occupancy will be issued. This may be needed for your property insurance carrier.