

CONSTRUCTION PERMITS AND CERTIFICATES

A Helpful Guide

Monroe Township Municipal Government
Construction Office
125 Virginia Avenue
Williamstown NJ 08094
856-728-9800, ext. 222 & 294
856-629-2143 FAX

Construction Code Official
Bryan Glaze
856-728-9800, ext. 221

APPLYING FOR A CONSTRUCTION PERMIT

THINGS TO DO BEFORE YOU APPLY FOR A CONSTRUCTION PERMIT SUBMIT APPROVALS WITH YOUR CONSTRUCTION PERMIT APPLICATION

This checklist represents the general requirements for the submission of a new construction permit application. It is not intended to be an all-inclusive list as each application is unique and may require additional documentation. On the other hand, some items on this list may not apply to your application. This checklist is intended to be a guide only. If you have any questions please ask.

You must supply a copy for your application, do not assume we have any of the following:

- ❑ Pineland Approval - Certificate of Filing.
- ❑ Planning Board Approval.
- ❑ Wetlands Approval, or proof of no wetlands (not necessary if Pinelands).
- ❑ Monroe Township Zoning Permit.
- ❑ COAH Development Fee Form.
- ❑ Lot Grading Plan Approval or Waiver from Township Engineer.
- ❑ Survey approved by Township Engineer.
- ❑ Plot Plan showing location of proposed structure.
- ❑ State, County, or Township Curb Opening Permit.
- ❑ State, County, or Township Street Opening Permit (utility hook-ups).
- ❑ Well and Septic Approval from Gloucester County Dept of Health (Required for all new construction and additions)
- ❑ Monroe Twp and Gloucester County Utilities Authority Water & Sewer Connection Permits.
- ❑ Gloucester County Soil Conservation District Permit Or Exemption.
- ❑ NJ Builders License, NJ Home Improvement Contractors Registration, or other applicable license.
- ❑ Gloucester County and Monroe Twp Board of Health Dept approval for all Commercial Kitchens.

All Prior Approvals will require a Final Approval from the issuing agency before a Certificate of Occupancy will be issued from the Construction Office.

A Contractors ignorance to the Code cannot be our responsibility!

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APPLYING FOR A CONSTRUCTION PERMIT PLANS TO INCLUDE WITH YOUR APPLICATION

- ❑ Two (2) sets of sealed plans prepared by an architect or engineer licensed by New Jersey.
(A Resident Homeowner can draw plans without a seal.)
- ❑ **Building Plan** shall include:
 - ❑ Sealed truss layouts and profile sheets.
 - ❑ Pre-Engineered floor joist layout showing all pointload and connection details.
 - ❑ Exterior foundation drain or engineered soil certification.
 - ❑ REScheck or Equivalent.
 - ❑ Mechanical layout for heating and air conditioning.
 - ❑ When rebar is used in a foundation, show #4 copper wire attachment being used for grounding electrode.
 - ❑ List straps or bolts with manufacturer and size.
 - ❑ List after market add-on (manufacturer, size and adhesive). Corrosion report if on new pressure treated wood.
 - ❑ Hurricane clips for uplift.
 - ❑ List all joist hangers and nails for specific loads.
 - ❑ Note all load paths and column attachments.
 - ❑ Note floor-to-floor connection (wall overlap or mechanical connectors).
- ❑ **Electrical Plan** shall include a top view of the floor plan showing the location for lights, receptacles, and switches. Conductor sizes and circuit breaker sizes must be noted on the plan.
- ❑ **Plumbing Plan** shall include the location of plumbing fixtures shown on the floor plan; piping schematic showing sanitary drains and vents; water supply with hot and cold piping to fixtures; gas pipe schematic showing all proposed appliances; pipe sizes and diametrics.
- ❑ **Fire Plan** shall include smoke detectors noted on the Electrical Plan: 1 each bedroom, 1 in hallway within 10 feet of bedrooms, 1 each floor level. Also include 1 carbon monoxide detector in hallway within 10 feet of bedroom.
- ❑ **Prototype Plan** shall have a Floor Plan of the specific model showing options. Mirror plans will not be accepted.

If you have any questions regarding the plan requirements for your project please contact the appropriate Sub-Code Official, Monday-Friday, between 7 AM and 8:30 AM. You may leave a message at any time for a call-back from an official.

Construction Code Official, Bryan Glaze	ext. 221
Building Sub-Code Official , Lou Polillo	ext. 299
Electrical Sub-Code Official, Bryan Glaze	ext. 221
Plumbing Sub-Code Official, Steve D'Amico	ext. 502
Fire Sub-Code Official, Lou Polillo	ext. 299

2/27/2019

BEFORE SIGNING THE CERTIFICATION IN LIEU OF OATH

indicating that you are performing the work yourself, please consider the following:

1. The laws requiring new home builders to be registered and contractors in the various trades, such as plumbing or electrical work, to be licensed were adopted to protect homeowners and homebuyers. If you are signing this Certification to provide cover to an unlicensed homebuilder or contractor, you are forfeiting the protection afforded to you under the law. The contractor that you have hired may or may not be qualified. And if you encounter problems with this contractor, the government will not be able to help you because you signed the Certification indicating that you are performing the work yourself.

In the case of the construction of a new home, you are forfeiting your right to a new home warranty. Every new home builder in New Jersey is required to be registered with the State and to give a warranty to each purchaser. The warranty covers almost all defects in workmanship or materials, including appliances, for the first year; plumbing, mechanical (heating and air conditioning), and electrical systems for the first two years; and major structural defects for ten years. Further, the warranty will actually pay for the correction of defects if the builder fails or refuses to do so. By signing the Certification, you are giving up that protection.

2. You are violating the criminal laws of this State if you sign a Certification indicating that you are doing the work yourself when, in fact, you are paying someone else to do it.

NOTICE TO PERMIT HOLDERS & INSPECTORS

- Calls requesting inspection results will be directed to the appropriate Sub-Code Official or their voicemail.

Building:	Lou Polillo	ext 299
Electric:	Bryan Glaze	ext 221
Plumbing:	Steve D'Amico	ext 502
Fire:	Lou Polillo	ext 299

- Office Support Personnel are instructed not to answer inspection questions.
- All Inspectors shall apply a sticker at the inspected job site.
- Permit Holders are asked to read the sticker. If they still have a question, please contact the appropriate Sub-Code Official.
- Every effort will be made for all inspections requested by 3 PM to be scheduled for the following work day.
- Call 856-728-9800 ext. 294 or 222 to schedule an inspection.

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**A Permit is ready for a
Certificate of Occupancy when the file is complete...**

BLOCK _____ LOT _____ PERMIT # _____

ADDRESS _____

_____ Building Tech – Sub-Code Official Approval
Framing Checklist _____
Duct Tightness Test _____
Energy Checklist _____
_____ Electrical Tech – Sub-Code Official Approval

_____ Plumbing Tech – Sub-Code Official Approval

_____ Mechanical Tech – Sub-Code Official Approval

_____ Fire Tech – Sub-Code Official Approval

_____ Home Warranty (not for Model/Sample Homes until CCO'd)

_____ Zoning Officer Compliance

_____ Foundation Location Survey (**REQUIRED** ASAP after Foundation
_____ & Engineer Compliance Letter Inspection)
_____ Or Exemption Letter

_____ Sealed Final Survey

_____ Engineer Final Compliance Letter

_____ GCSCD Approval (Soils)

_____ Request for CO

(_____ Request for TCO with Conditions: _____)

_____ GCDOH Well Approval

_____ GCDOH Septic Approval

_____ COAH Final Payment

_____ Water Meter Receipt (Monroe Municipal Utility Authority)

CERTIFICATE OF OCCUPANCY REQUIREMENTS PRIOR TO CO BEING ISSUED

1. All final inspections,
building/electrical/plumbing/mechanical/fire/elevator, including
minor work (fences, signs, roofing, siding, etc.)
2. Warranty Plan – state or private
3. Final Survey
4. Final Engineer Compliance
 - a. ARH – Katherine Cornforth -609-561-0482
215 Belleview Road Hammonton, NJ 08037
5. Certificate of Occupancy Request Form
6. a. Final septic approval by Gloucester County Board of Health
b. Final well approval by Gloucester County Board of Health
7. Final Approval of Gloucester County Soil Conservation District
14 Parke Place Blvd, Suite-C, Sewell NJ 08080 856-589-5250
8. COAH obligation satisfied, if applicable
10. Water meter approval of Monroe Municipal Utility Authority
1452 Glassboro Rd, Williamstown NJ 08094, 856-629-7586
11. Addresses must be conspicuously displayed for final inspections
12. Final landscaping/engineering approval/zoning compliance
13. FOOD, TATOO, ETC. ESTABLISHMENTS ONLY:
Gloucester County Board of Health approval
204 E Holly Ave, Sewell NJ 08080, 856-218-4170
Monroe Township Board of Health
125 Virginia Avenue, Williamstown NJ 856-728-9800 x 213

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