

PERMIT APPLICATION CHECKLIST FOR:

Above Ground Pool

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
 - What type of pool barrier will they be using?
 - Pool Code Fence (New or Existing)
 - Ladder Enclosure
- Electric Technical Section
 - Electrical Diagram

Required Inspections

- Electrical trench
- Electrical bonding
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

A/C

- Permit Application Jacket
- Electrical Technical Section
- Mechanical Technical Section
- Specs for A/C

Required Inspections

- Electrical Final
- Mechanical Final

PERMIT APPLICATION CHECKLIST FOR:

Addition

- Lot Grading Waiver or Approval if required by Zoning
- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Plumbing Technical Section if applicable
- Fire Technical Section if applicable (fuel fired appliance or smoke detectors)
- Gloucester County Health Department approval if adding any bedrooms & house has a septic system to be sure the existing system can handle an increase in usage
- Two sets of plans
- COAH if creating a second dwelling
- If there is an alteration of existing space as well as an addition being constructed, the costs of each technical section should be priced out with both an alteration and new construction cost of work.
- Copy of License/Registration for Contractor

Required Inspections

- Building footing
- Building foundation
- Building sill plate
- Electrical rough
- Plumbing rough
- Fire Rough
- Building framing
- Building insulation
- Electrical final
- Fire final
- Plumbing final
- Building final
- Zoning Compliance if Required

PERMIT APPLICATION CHECKLIST FOR: Alarm (Commercial Burglar/fire)

- Permit Application Jacket
- Electrical Technical Section
- Fire Technical Section
- Copy of License/Registration for Contractor

Required Inspections

- Electrical above ceiling
- Electrical final
- Fire final

PERMIT APPLICATION CHECKLIST FOR:

Bath Fan

- Permit Application Jacket
- Mechanical Technical Section for duct work
- Electrical Technical Section

Required Inspections

- Electrical final
- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

Commercial Interior Renovations

(Change Use of Space)

- Zoning Permit may be required – refer to Zoning
- Permit Application Jacket
- Building Technical Section if applicable
- Electrical Technical Section if applicable
- Plumbing Technical Section if applicable
- Fire Technical Section if applicable
- Two sets of plans – signed & sealed by contractor OR architectural plans
- Copy of License or Certification if applicable

Required Inspections

- Electrical rough
- Plumbing rough
- Fire rough
- Building framing
- Electrical above ceiling
- Building above ceiling
- Fire above ceiling
- Building insulation
- Electrical final
- Plumbing final
- Fire final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Conversion from Unfinished Area to finished Area

(Basement, Garage, Attic, etc.)

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Plumbing Technical Section if applicable
- Fire Technical Section if applicable (fuel fired appliances or smoke detectors)
- Signed & sealed layout of devices and fixtures for mechanicals and all rooms labeled for what they will be used for
- Addition of any bedrooms, and a house with a septic system will be required to get a letter from the Gloucester County Board of Health Department or approval for changed required to existing system

Required Inspections

- Electrical rough
- Plumbing rough, possible pressure test
- Fire rough
- Building framing
- Building insulation
- Electrical final
- Plumbing final
- Fire final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Deck

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Two sets of plans including material list
- Deck Handout
- Copy of License/Registration for Contractor

Required Inspections

- Building footing
- Building framing
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Demolition

- Permit Application Jacket
- Building Technical Section
- Shut Off Notices
 - Electric Service
 - Gas Service
 - Water Service
 - Sewer Service
 - Well Abandonment from County
 - Septic System/Cess Pool Closure from County
 - Asbestos IS NOT present
 - Asbestos was found and disposed of in accordance with UCC 5:23 Subchapter 8
- Copy of License/Registration for Contractor

Required Inspections

- Building final

PERMIT APPLICATION CHECKLIST FOR:

Detectors (Smoke/CO)

- Permit Application Jacket
- Electrical Technical Section
 - Signed & sealed drawing/layout from electrical contractor
- Fire Technical Section
- Copy of License/Registration for Contractor

Required Inspections

- Electrical final
- Fire final

PERMIT APPLICATION CHECKLIST FOR:

Egress Windows

- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section if adding exterior lighting to egress
- Two sets of drawings
- Copy of License/Registration for Contractor

Required Inspections

- Building framing
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Furnace

Residential

- Permit Application Jacket
- Electrical Technical Section
- Mechanical Technical Section
 - Ductwork replacement should be listed on Mechanical Technical Section
- Chimney Verification Form
- Spec Booklet on furnace
- Copy of License/Registration for Contractor

Required Inspections

- Electrical final
- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

Gas Line or Gas Meter ONLY

- Permit Application Jacket
- Mechanical Technical Section
- Riser Diagram

Required Inspections

- Mechanical pressure test
- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

Gas Fireplace

- Permit Application Jacket
- Mechanical Technical Section
- Gas Riser Diagram
- Spec Booklet on Fireplace
- Copy of License/Registration for contractor

Required Inspections

- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

Generator

Existing Dwelling – New install/replacement

- Permit Application Jacket
- Electric Permit Application
- Mechanical Permit Application
- Gas Riser Diagram
- Spec Booklet on Generator
- Copy of License/Registration for Contractor on application

Required Inspections

- Mechanical pressure test
- Electrical final
- Mechanical final

New Construction & Additions

- Permit Application Jacket
- Electric Permit Application
- Plumbing Permit Application
- Fire Permit Application
- Gas Riser Diagram
- Spec Booklet on Generator
- Copy of License/Registration for Contractor on application

Required Inspections

- Mechanical rough
- Electrical rough
- Electrical final
- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

HVAC (Furnace & A/C)

Residential

- Permit Application Jacket
- Electrical Technical Section
- Mechanical Technical Section
 - Ductwork replacement should be listed on Mechanical Technical Section
- Chimney Verification Form
- Specs for unit
- Copy of License/Registration for Contractor

Required Inspections

- Electrical Final
- Mechanical Final

PERMIT APPLICATION CHECKLIST FOR:

HVAC Roof Top Unit

Commercial

- Permit Application Jacket
- Building Technical Section for ductwork
or insulation
- Electrical Technical Section
- Plumbing Technical Section
- Fire Technical Section
- Specs for unit
- Copy of License/Registration for Contractor

Required Inspections

- Electrical Final
- Mechanical Final

PERMIT APPLICATION CHECKLIST FOR:

In-Ground Pool

- Lot Grading Waiver or Approval w/ approved survey
- Zoning Permit
- Permit Application Jacket
- Building Technical Section
 - Pool Code Fence (New or Existing)
- Electrical Technical Section
 - Electrical Diagram signed & sealed by contractor
- Plumbing Technical Section
 - Drain Schematic Information
- Will there be a pool heater?
 - Gas
 - Mechanical Technical Section
 - Gas Riser drawing required and cut sheets for the heater
 - Electric
 - Electrical Technical Section
- Copy of License/Registration for Contractor on application

Required Inspections

- Building footing
- Building wall/rebar/fiberglass shell
- Electrical bonding & partial trench
- Plumbing main drain
- Electrical perimeter bond & final trench
- Building final
- Electrical final
- Plumbing final
- Mechanical final if applicable
- Final Engineer Approval
- Zoning Compliance

PERMIT APPLICATION CHECKLIST FOR:

Lawn Sprinkler

- Permit Application Jacket
- Plumbing Technical Section
- Copy of License/Registration for contractor

Required Inspections

- Plumbing final

PERMIT APPLICATION CHECKLIST FOR:

Low Voltage Wiring

Commercial

- Permit Application Jacket
- Electrical Technical Section
- Low Voltage Wiring Certification/License

Required Inspections

- Electrical final

PERMIT APPLICATION CHECKLIST FOR:

Masonry Fireplace

- Zoning to extend past the foundation of the existing foundation
- Permit Application Jacket
- Building Technical Section
- Fire Technical Section
- Spec Booklet on Fireplace
- Copy of License/Registration for contractor

Required Inspections

- Building footing (chimney)
- Building rough
- Fire rough
- Building final
- Fire final

PERMIT APPLICATION CHECKLIST FOR:

Modular Home

- Lot Grading Waiver or Approval
- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Plumbing Technical Section
- Fire Technical Section
 - o ONLY if gas fired appliances & smoke detectors are installed at the site
- Water / Well Permit
- Sewer / Septic Permit
- Soil Conservation Exemption
- COAH Application
- Two sets of plans for the work site
 - o Information on the application for work to be completed should be after the factory/site work only, such as utility connections, tie downs and any appliances not included. Modular Homes are pre-inspected and we are to only charge for site done at property.
- Copy of License/Registration for contractor

Required Inspections

- Building footing
- Building foundation
- Building sill plate
- Electrical rough
- Electrical service
- Plumbing water/sewer
- Plumbing rough
- Building rough
- Fire rough
- Electrical final
- Plumbing final
- Fire final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Mobile Home

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Plumbing Technical Section
- Fire Technical Section
 - ONLY if gas fired appliances & smoke detectors are installed at the site
- Water / Well Permit
- Sewer / Septic Permit
- Soil Conservation Exemption
- COAH Application
- Two sets of plans for the tie downs
 - Information on the application for work to be completed should be after the factory/site work only, such as utility connections, tie downs and any appliances not included. Modular Homes are pre-inspected and we are to only charge for site done at property.
- Copy of License/Registration for contractor

Required Inspections

- Building footing
- Building foundation
- Building tie downs
- Electrical service
- Plumbing water/sewer
- Electrical final
- Plumbing final
- Fire final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

New Commercial Structure

- Lot Grading Waiver or Approval
- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Plumbing Technical Section
- Fire Technical Section
- Water / Well Permit
- Sewer / Septic Permit
- Soil Conservation Exemption
- Non-Residential Development Fee

Application to submit to tax assessor at the end of the project

- Two sets of plans
- Board of Health Approval if any food/beverage is involved on the premises
- Curb Opening from Entity Road is on if required (Township, County or State Public Works)

PERMIT APPLICATION CHECKLIST FOR:

Patio Cover/Carport

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section if applicable
- Two sets of plans for the structure
- Copy of License/Registration for Contractor

Required Inspections

- Building footing
- Electrical rough if applicable
- Building framing
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR: Pool Barrier (Code Compliant Fence)

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Copy of License/Registration for Contractor

Required Inspections

- Building final

PERMIT APPLICATION CHECKLIST FOR:

Pool Heater

- Permit Application Jacket
- Electrical Technical Section
- Mechanical Technical Section
- Riser Diagram
- Specs for the heater

Required Inspections

- Mechanical pressure test
- Electrical final
- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

Radon Mitigation System

- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Copy of License/Registration for contractor

Required Inspections

- Building final
- Electrical final

PERMIT APPLICATION CHECKLIST FOR:

Roof/Siding

(only when plywood is being removed)

- Permit Application Jacket
- Building Technical Section
- # of squares being replaced (roof) _____
- Copy of License/Registration for contractor

Required Inspections

- Building final

PERMIT APPLICATION CHECKLIST FOR: Well or Septic Electrical Pump Connection

- Permit Application Jacket
- Electrical Technical Section

Required Inspections

- Electrical trench
- Electrical final

PERMIT APPLICATION CHECKLIST FOR: Upgrade/Install or Re-Energize Service

- Permit Application Jacket
- Electrical Technical Section
 - A Licensed electrical contractor is required for homes that are not owner occupied.

Required Inspections

- Electrical service
- Electrical final

PERMIT APPLICATION CHECKLIST FOR: Shed

(STICK-BUILT & PRE-BUILT STRUCTURES – UNDER 600 SQ FT)

- ❖ Is the shed being built on site or being delivered?
 - **Onsite** – All Sheds require a Construction permit regardless of size
 - **Being delivered** – What size is the shed?
 - Under 200 sq ft – no Construction permit required
 - Over 200 sq ft – **REQUIRES** a Construction permit
- ❖ Does the shed have electric?
 - Yes – All sheds with electric require a Construction permit regardless of size

- Permit Application Jacket
- Building Technical Section
 - Size including height of structure is required
- Electrical Technical Section if applicable
- Copy of License/Registration for Contractor

Required Inspections

Onsite

- Building footing
- Electrical trench if applicable
- Electrical rough if applicable
- Building framing
- Building final

Being Delivered

- Electrical trench if applicable
- Electrical rough if applicable
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Sign

(If it is a slide in sign only – no permit is required)

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section if applicable
- Two sets of plans showing proposed signage

Required Inspections

New Sign

- Building footing
- Electrical trench if applicable
- Electrical final if applicable
- Building final

Replacement Sign

- Electrical final if applicable
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Single Family Dwelling

- Lot Grading Waiver or Approval
- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Plumbing Technical Section
- Fire Technical Section
- Water / Well Permit
- Sewer / Septic Permit
- Soil Conservation Exemption
- COAH Application
- Two sets of plans
- State Builder Registration License

Required Inspections

- Building footing
- Building foundation
- Building sill plate
- Electrical service
- Electrical rough
- Plumbing water/sewer
- Plumbing rough
- Fire rough
- Building framing
- Building insulation
- Electrical final
- Plumbing final
- Fire final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Roof & Ground Mount Solar

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electric Technical Section
- Fire Permit Application
- Engineer letter to certify the roof is structurally sound to hold panels
- Contract with homeowner
- Two sets of drawings
- Copy of License/Registration for Contractor

Required Inspections

Rackless System

- Building final
- Electrical final
- Fire final

System w/ Rack

- Building rough
- Electrical bonding
- Building final
- Electrical final
- Fire final

PERMIT APPLICATION CHECKLIST FOR:

Spa

- Zoning Permit
- Permit Application Jacket
- Electrical Technical Section
- Electrical Diagram signed & sealed by contractor

Required Inspections

- Electrical trench if applicable
- Electrical final

PERMIT APPLICATION CHECKLIST FOR:
Sprinkler Systems/Fire Alarm Control
Panel *FACP*/Water flow Tamper
(Commercial)

- Permit Application Jacket
- Fire Technical Section
- Two sets of plans for system

Required Inspections

- Fire final

PERMIT APPLICATION CHECKLIST FOR:

Stucco

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Copy of License/Registration for contractor

Required Inspections

- Building rough
- Building final

PERMIT APPLICATION CHECKLIST FOR: Storage Building

(STICK-BUILT & PRE-BUILT STRUCTURES – OVER 600 SQ FT)

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
 - Size including height of structure is required
- Electrical Technical Section if applicable
- Two sets of plans for the structure including how it will be secured to the ground
- Copy of License/Registration for Contractor

Required Inspections

Onsite

- Building footing
- Electrical trench if applicable
- Electrical rough if applicable
- Building framing
- Building final

Being Delivered

- Electrical trench if applicable
- Electrical rough if applicable
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Sunroom or Enclosed Patio

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
 - For required receptacles & exterior lighting
- Two sets of signed & sealed plans
- Copy of License/Registration for Contractor

Required Inspections

- Building footing
- Building foundation
- Electrical rough
- Building framing
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Tank Install & Removal

Above or Underground

- Permit Application Jacket
- Fire Technical Section
 - Underground Tank Removal requires tank removal certification in application
 - Tanks located above ground can be removed by the owner or a licensed contractor
- Copy of license/registration for contractor

Required Inspections

- Fire final

PERMIT APPLICATION CHECKLIST FOR:

Temporary Trailer

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
 - Tie Down Diagram
- Electrical Technical Section
- Will there be restroom facilities in the trailer?
 - Yes-Plumbing Technical Section is required
 - No-What will be used?
 - _____
- Copy of license/registration for contractor

Required Inspections

- Building tie downs
- Electrical service
- Plumbing final
- Electrical final
- Building final

PERMIT APPLICATION CHECKLIST FOR:

Tie Downs

- Permit Application Jacket
- Building Technical Section
- Copy of License/Registration for Contractor

Required Inspections

- Building final

PERMIT APPLICATION CHECKLIST FOR:

Tower Alterations

- Zoning Permit
- Permit Application Jacket
- Building Technical Section
- Electrical Technical Section
- Two sets of plans
 - Be sure to have a site id/tower id on them

Required Inspections

- Building final
- Electrical final
 - Representative **MUST** be on site with equipment open

PERMIT APPLICATION CHECKLIST FOR: Water/Sewer Connection

- Permit Application Jacket
- Plumbing Technical Section
- Is it a new or existing connection?
 - Existing – Nothing else is required
 - New must be accompanied by:
 - Water – Monroe MUA permit
 - Sewer – Monroe MUA & GCUA permit

Required Inspections

- Plumbing trench
- Plumbing final

PERMIT APPLICATION CHECKLIST FOR:

Water Heater

Electric

- Permit Application Jacket
- Electrical Technical Section
- Plumbing Technical Section
- Spec Booklet on Water Heater
- Copy of License/Registration for Contractor

Gas

- Permit Application Jacket
- Mechanical Permit Application
- Chimney Verification Form
- Spec Booklet on Water Heater
- Copy of License/Registration for Contractor

Required Inspections

Electric

- Electrical final
- Plumbing final

Gas

- Mechanical final

PERMIT APPLICATION CHECKLIST FOR:

Wood Burning Stove

- Permit Application Jacket
- Building Technical Section
- Fire Technical Section
- Spec Booklet on Wood Burning Stove
- Copy of License/Registration for Contractor

Required Inspections

- Building final
- Fire final