

# Hillsborough Township Building Department

## Construction Permit Application Checklist

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Block \_\_\_\_\_ Lot \_\_\_\_\_ Owner \_\_\_\_\_

Site Address \_\_\_\_\_

Project Name or Description \_\_\_\_\_

*(Each area must be marked Y, N, or NA)*

**This project requires the following CONSTRUCTION DOCUMENTS:**

(ALL REQUIRED PLANS AND FORMS MUST BE COMPLETED IN INK)

- \_\_\_\_\_ Two complete sets of scaled plans, signed and sealed by a NJ Registered Architect *or* **signed** and dated by the single-family dwelling **owner**, on all pages.
- \_\_\_\_\_ Two complete sets of scaled plans, signed and sealed by a NJ Licensed Engineer on all pages.
- \_\_\_\_\_ Two signed and sealed letters from the Design Professional, indicating that drawings prepared by others have been reviewed and found to be in conformance with the regulations for the design of the building.
- \_\_\_\_\_ Two sets of applicable manufacturer's specification sheets.
- \_\_\_\_\_ Construction Permit Application folder, with front sections I, II, III, IV, VI, and VII completed as applicable, and inside of jacket sections I and/ or II completed and **signed**.
- \_\_\_\_\_ Building Subcode Technical Section, with sections A, B, C, and D, completed including estimated cost, (itemize New Bldg. and Rehabilitation) **signature** and "Description of Work."
- \_\_\_\_\_ Fire Subcode Technical Section, with sections A, B, C, and D, completed including estimated cost, **signature** and "Description of Work."
- \_\_\_\_\_ Electrical Subcode Technical Section, with sections A, B, C, and D, completed including estimated cost, **signature** and "Description of Work."
- \_\_\_\_\_ Plumbing Subcode Technical Section, with sections A, B, C, and D, completed including estimated cost, **signature** and "Description of Work."
- \_\_\_\_\_ Mechanical Inspector Technical Section, with sections A, B, C, and D, completed including estimated cost, **signature** and "Description of Work."
- \_\_\_\_\_ Pressure Seal applied to Electrical and Plumbing Subcode Technical Sections by contractors, when work is done by other than the single-family homeowner on his own dwelling.
- \_\_\_\_\_ Energy Calculations, two copies.
- \_\_\_\_\_ Copy of License, or Certification.
- \_\_\_\_\_ Two complete sets of appropriate shop drawings for all fire protection systems.
- \_\_\_\_\_ Other: \_\_\_\_\_

**This project requires the following PRIOR APPROVALS:**

- \_\_\_\_\_ Zoning
- \_\_\_\_\_ Engineering
- \_\_\_\_\_ Board of Health
- \_\_\_\_\_ M.U.A. (Hillsborough Municipal Utilities Authority)
- \_\_\_\_\_ Fire Safety
- \_\_\_\_\_ Somerset County Soil Conservation
- \_\_\_\_\_ NJ State Agency approval (DCA, DEP, DHSS, DOE)

Explained to applicant by: \_\_\_\_\_ Received from applicant by: \_\_\_\_\_