

Hillsborough Township Building Department

Construction Permit Application Checklist

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: _____