

P: (908) 369-4313

**TOWNSHIP OF
HILLSBOROUGH
COUNTY OF SOMERSET**

F: (908) 369-3954

Hillsborough Township Municipal Complex
The Peter J. Biondi Building
379 South Branch Road
Hillsborough, NJ 08844



Building Department
John Fiedler – Construction Official Ext. 7211



Residential Minor Work Applications Reference

SubCode Technical Sections: Building (**B**), Fire (**F**), Electric (**E**), Plumbing (**P**), Mechanical (**M**) require **3x Pages Each**. Licensed Contractors must sign and seal **ALL** Plumbing, Mechanical, and Electric Technical Sections. All new applications must be accompanied by the Permit Application Folder. Please contact The Building Department for further information or questions regarding permit applications.

9/26/18

Type of Work	Use Group	B	F	E	P	M	Chimney Verification	Other
Replace Furnace	SFD or Townhouse			x		x	x	2x Copies of Specs
Replace Furnace	Condo			x	x		x	2x Copies of Specs
New Furnace	SFD, Townhouse, or Condo	x	x	x	x			*Please contact the Building Department for required documents*
Replace A/C	SFD or Townhouse			x		x		2x Copies of Specs
Replace A/C	Condo			x	x			2x Copies of Specs
NEW A/C	SFD or Townhouse	x	x	x	x			*Please contact the Building Department for required documents*
Replace GAS Water Heater	SFD, Townhouse, Condo				x		x	2X Copies of Specs

New GAS Water Heater	SFD, Townhouse, Condo		x		x			2x Copies of Specs 2x Copies of Gas Riser Diagrams
Type of Work	Use group	B	F	E	P	M	Chimney Cert.	Other
Install or Replace ELECTRIC Water Heater	SFD, Townhouse, Condo			x	x			2x Copies of Specs
Replace Chimney Liner	SFD, Townhouse, Condo		x				x	2x Copies of Specs
Install Chimney Liner	SFD, Townhouse, Condo		x				x	2X Copies of Specs
Replace Boiler	SFD, Townhouse, Condo			x	x		x	2x Copies of Specs
New Boiler	SFD, Townhouse, Condo		x	x	x			2x Copies of Specs 2x Copies of Gas Riser Diagrams
New Radon Mitigation System	SFD, Townhouse, Condo	x		x				2x Copies of Drawings/Specs 1x Copy of Valid Home Improvement License
New Sump Pump	SFD, Townhouse, Condo			x	x			2x Copies of Specs

***Printed Technical Sections must have 3x copies each.** The first page must be original signature and the remaining 2 pages may be photocopied. **All 3x pages must always be individually sealed by licensed contractors.**

If using carbonless paper, please make sure there are 3 total pages, signed and sealed by the licensed contractors.

For contractors with a **Home Improvement License**, Please make sure a copy of the current license is submitted with your application.

***Spec Sheets:** Always provide **2x copies** of any Spec Sheets you submit. Please note, we only need the applicable specs **not the entire install manual**. The model number and size of the unit must be highlighted.

Gas Riser Diagrams always require **2x copies** signed and sealed by contractor.

If using CSST Corrugated Stainless Steel Tubing Fuel Gas Piping, Please submit a **valid CSST Certification** with your application.

If you are updating an existing permit, a Technical Section is **ALWAYS** required, signed and sealed, along with the changes you are submitting. Please make sure to include the permit number at the top of the Technical Section.