CONSTRUCTION PERMIT CHECKLIST: NEW HOME (last updated 2/27/2023)

ZONING REQUIREMENTS:

1. Residential Zoning Application
2. 2 copies of an up-to-date survey, to scale, signed and sealed, **WITH TOPOGRAPHY**. This MUST be the same survey used for the site plan and should be indicated as such.
3. $50 fee; if variance received, this fee is not required.

SITE PLAN REQUIREMENTS: PLEASE SEE EXAMPLE ON FOLLOWING PAGE

1. Zoning table of **proposed and required** calculations
2. Breakdown of all coverages to be provided, **not just percentages given**
3. Zone indicated
4. Seepage pit locations to be indicated
5. A/C units, generators, sheds, accessory structures, to be shown and should be added to the Residential Zoning Application.
6. Site plan should be the first page of the building plans. If submitted separately from the building plans, 2 copies are required.

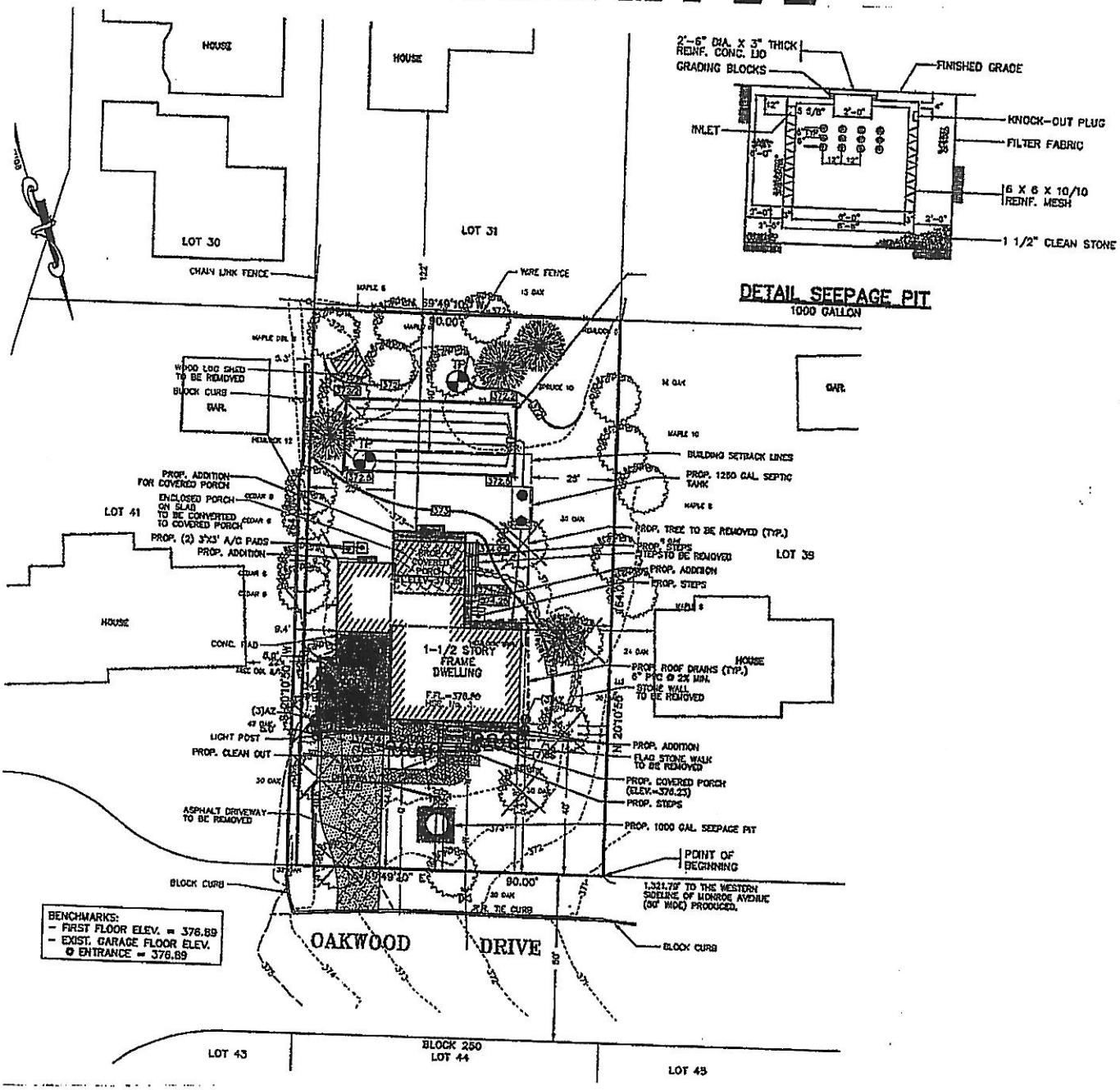
ENGINEERING REQUIREMENTS:

1. Stormwater management: detention on plans; seepage pit detail to be shown
2. Silt fence detail on site plan
3. Soil movement application, with $100 fee, 2 copies
4. Bergen County Soil Conservation District Permit required

CONSTRUCTION REQUIREMENTS:

1. 4 Copies of the building plans (3 required to be sealed)
2. 2021 IRC cited (2020 for Electrical; 2017 can be used until 3/5/2023 (2021 for Plumbing; expiration of previous code is 3/18/2023)
3. Res-Check, 2 copies
4. Permit jacket completed
    a. Breakout of volume and sq. ft. of addition to be indicated on front page of jacket
    b. Certification of lieu of oath completed and signed (this is the inside of the jacket)
5. Building tech sheet completed
    a. Description of project
    b. New Home Builder's license number given
    c. Breakout of alteration and addition costs
    d. Building tech sheet completed
6. Plumbing tech sheet completed
    1. Sealed
    2. Estimated cost of work provided
    3. Manual S & J
    4. Provide # of stacks
    5. Water pipe riser
    6. Gas pipe riser
    7. Size of water service
    8. Water supply fixture unit calculations
7. Electrical tech sheet completed
    1. Sealed
    2. Estimated cost of work provided
8. Fire tech sheet completed
    1. Estimated cost of work provided

EXAMPLE



DETAIL SEEPAGE PIT
1000 GALLON

ZONING TABLE – ZONE RA–25 RURAL RESIDENTIAL			
	REQUIRED	EXISTING	PROPOSED
LOT AREA	25,000 S.F.	14,760 S.F. (E.N.)	14,760 S.F. (E.N.)
LOT WIDTH/FRONTAGE	125'	90' (E.N.)	90' (E.N.)
LOT DEPTH	150'	164'	164'
FRONT YARD	40'	44.6'	36.0' (V)
SIDE YARD (BOTH)	25' *	9.3'(E.N.)/26.4'	5.0'(V)/26.4'
REAR YARD	40'	66.9'	64.0'
BLDG. HEIGHT	2 1/2 STORY/35'	1 1/2 STORY/24.98'	2 1/2 STORY/32.69'
BLDG. COVERAGE	15% MAX.	11.9%	18.3% (V)
IMPERVIOUS COVERAGE	37% MAX. **	18.1%	25.2%

* BASED ON GROSS BUILDING AREA OVER 3,700 S.F.
** BASED ON 45 DIVIDED BY SQUARE ROOT OF LOT AREA
(EV) EXISTING VARIANCE NON CONFORMITY
(V) VARIANCE REQUIRED

5. GROSS BUILDING AREA:

EXISTING:
HOUSE = 1,686 S.F.
SHED = 75 S.F.
TOTAL = 1,761 S.F.

PROPOSED (PER ARCHITECT'S PLAN):
HOUSE:
FIRST FLOOR PORCH= 375 S.F.
FIRST FLOOR LIVING AREA=1,780 S.F.
FIRST FLOOR GARAGE=424 S.F.
FIRST FLOOR COVERED STOOP=45 S.F.
SECOND FLOOR LIVING AREA=1,899 S.F.
TOTAL = 4,533 S.F.

6. BUILDING COVERAGE:

EXISTING:
HOUSE = 1,686 S.F.
SHED = 75 S.F.
TOTAL = 1,761 S.F.
1,761 S.F./ 14,760 S.F. = 11.9%

PROPOSED:
DWELLING & COVERED PORCHES = 2,700 S.F.
TOTAL = 2,700 S.F.
2,700 S.F./ 14,760 S.F. = 18.3%

7. IMPERVIOUS COVERAGE:

EXISTING:
HOUSE = 1,686 S.F.
SHED = 75 S.F.
WALK = 140 S.F.
DRIVEWAY =770 S.F.
TOTAL = 2,671 S.F.
2,671 S.F./ 14,760 S.F. = 18.1%

PROPOSED:
BUILDING COVERAGE = 2,700 S.F.
A/C PADS = 18 S.F.
WALK = 149 S.F.
DRIVEWAY = 689 S.F.
OPEN STOOP = 79 S.F.
STEPS = 81 S.F.
TOTAL = 3,716 S.F.
3,716 S.F./ 14,760 S.F. = 25.2%

8. BUILDING HEIGHT:

EXISTING:
RIDGE = 397.65'
LOWEST ADJACENT GRADE =372.67'
HEIGHT = 397.65 – 372.67 = 24.98'

PROPOSED:
RIDGE = 406.39'
LOWEST ADJACENT GRADE = 373.7'
HEIGHT = 406.39 – 373.7 = 32.69'

PLEASE BE AWARE.....

ANY ADDITIONAL PROPOSED SITE IMPROVEMENTS, **NOT SHOWN ON THE APPROVED SITE PLAN**, MUST BE SUBMITTED TO THE CONSTRUCTION /ZONING DEPARTMENT FOR REVIEW.

ALL ADDITIONAL IMPROVEMENTS ARE SUBJECT TO REVIEWS BY THE FOLLOWING DEPARTMENTS:

- CONSTRUCTION
- ZONING
- ENGINEERING

IF PROPOSED CHANGES ARE APPROVED, AN UPDATED SITE PLAN MAY BE REQUIRED TO BE SUBMITTED.