

# **Basic Requirements for Construction Permit Applications**

## **Residential**

These requirements are to be used as a guide to assist you in completing the application process. They do not cover every type of work.

**\*\*\*AT THE COMPLETION OF THE JOB, A CERTIFICATE IS SENT VIA EMAIL ONLY.  
INCLUDE AN EMAIL ADDRESS FOR BOTH THE PROPERTY OWNER & CONTRACTOR\*\*\***

**A Zoning Permit Fee payable to “Bernards Township” is due upon submittal of any Construction Permit Application that requires Zoning Review. Zoning fee is \$50.00 except as otherwise set forth below:**

<b>1. New Dwelling</b>	<b>\$200.00</b>	<b>2. Addition to Dwelling \$ 75.00</b>
<b>3. Swimming Pool</b>	<b>\$100.00</b>	

### **All applications**

Submit completed applications for the work intended, and **2 copies** of plans. (If you are submitting plans see the plan requirements.) Exceptions to the plan requirement may include water heaters, boilers, furnaces, and minor work.

A completed application will include the following forms. ***UCC FORMS PRINTED FROM THE INTERNET OR COPIES OF UCC FORMS SHALL BE SUBMITTED SIGNED & SEALED AS REQUIRED. UCC FORMS SHALL BE LEGIBLE AND NOT HAVE OFFICE ONLY SECTIONS BLACKED OUT, AND UCC FORMS SHALL BE PRINTED IN THE CORRECT PORTRAIT OR LANDSCAPE FORMAT***

- Completed [Construction Permit Application](#) (Folder UCC form F100-1 complete sections I, II, III, IV, VI & VII. You must also complete and sign the inside certification section either as the agent or owner.)
- Completed Technical Sections for work being performed i.e. [Building F110](#), [Electrical F120](#), [Plumbing F130](#), [Fire Protection F140](#), [Mechanical F145](#) or Counter Form. Homeowners can perform their own Electrical or Plumbing work and make application to do so. If the homeowner is not performing his/her own work then a NJ Licensed Plumber, HVACR or Electrician must sign and seal all copies of the appropriate technical section. A penalty of \$2000 will be issued for false application or performing work without a license.

Each technical section has specific information, which needs to be submitted for each type of work that is being applied for i.e., Contractor information, alteration costs, number of fixtures, smoke detectors, etc. All copies of these forms must be signed and/or sealed as appropriate.

Please note alteration costs on the Building Subcode Technical Section are considered the estimated cost of the work for which the permit is sought, including but not limited to building construction, on-site construction, and all integral equipment, built in furnishings and equipment. If both an addition and alteration are being applied for then you must break down the cost of the addition and alteration as indicated on the form.

- Other documentation may need to be submitted for specific types of work. Consult a technical assistant for more information i.e., Sewer permits, Board of Health, Tree removal permits.

**Applications for new buildings, additions, accessory structures, decks, pools, sheds, and pool fences.**

Submit completed applications as described above and include payment for Zoning Permit Fees payable to "Bernards Township" and **3 copies** of the actual property survey indicating the location of the new addition or structure on the property. We will forward the application to Zoning & Engineering for prior approvals as necessary.

If your project is subject to a Homeowners Association review, a copy of the HOA approval must be included with your Construction Permit Application.

Properties serviced by private septic systems are prohibited from having garbage disposals and/or ejector pumps regardless of the need for a construction permit. Please contact the Bernards Township Health Dept. 908-204-3070.

The application folder UCC form F100-1 and the Building Subcode Technical Section UCC form F110 must indicate the CUBIC VOLUME and SQUARE FOOTAGE of the building as required on the forms. Use the following formulas to calculate CUBIC VOLUME and SQUARE FOOTAGE.

CUBIC VOLUME = Length X Width X Height = cu. ft.

SQUARE FOOTAGE = Length X Width = sq. ft.

**ENERGY CODE COMPLIANCE: ALL NEW BUILDINGS AND ADDITIONS MUST MEET THE 2021 INTERNATIONAL ENERGY CONSERVATION CODE.**

**Minimum plan submittal**

Plans can be prepared by a homeowner of a Single-Family Dwelling and must be in sufficient clarity to assure compliance. The Homeowner must sign the plans they prepare as well as the Certification in Lieu of Oath in the Construction Permit Application Folder. Plans not prepared by homeowners must be signed and sealed by a NJ licensed architect or engineer. Plans are to reflect professional quality worthy of the Architectural Profession. Questionable quality may be referred to the State Board of Architects for review.

Items to be indicated on Construction Plans:

1. Use Group R-2, R-3, R-4, R-5 or U etc.
2. Floor Area and Cubic Volume for additions or new buildings.
3. Floor plan.
4. Cross-section of all proposed walls and partitions indicate ceiling heights and finishes.
5. Show separation wall and floor ceiling assembly between garages and living spaces, the required Fire Resistance rating and the appropriate U.L. Design number.
6. Show any proposed plumbing fixture plan and the appropriate riser diagram.
7. Show single line electrical circuit plan, switch, outlet and fixture plan, sub-panel location, amperage of sub-panel, panel labeling plan of each circuit and reflective ceiling plan.
8. List all dimensions of scaled plan.
9. Show location and sizes of all doors & windows. Include framing details for new or reconfigured openings.
10. Identify all glass panels by others, which are to have safety glazing.
11. Show location of furnaces, boilers etc.
12. Provide product spec sheets where applicable.
13. Provide all other pertinent information and data to satisfy code requirements.

## VOLUME CALCULATION WORKSHEET

In accordance with N.J.A.C. 5:23 - 2.28, "volume computation," the volume of the structure shall be calculated as follows:

**Structures with basements:** ( N.J.A.C. 5:23 - 2.28(b) ) Height extending from basement or cellar floor to

Top of the roof beams of a flat roof	_____	ft.
Mean height of a pitched roof	_____	ft.
Floor area	_____	sq. ft.
Total volume = floor area multiplied by height	_____	cu. ft.

**Structures without basements:** (N.J.A.C. 5:23 - 2.28(c) ) Height extending from one-fifth the distance from the first floor level to bottom of the footings—not exceeding 2-1/2 feet below the first floor level—to

Top of the roof beams of a flat roof	_____	ft.
Mean height of a pitched roof	_____	ft.
Floor area	_____	sq. ft.
Total volume = floor area multiplied by height	_____	cu. ft.

**Open sheds:** (N.J.A.C. 5:23 - 2.28(d) ) The volume shall be measured within the perimeter of the roof for a height from the grade line to the mean roof level.



**COUNTY OF SOMERSET  
DEPARTMENT OF  
PUBLIC HEALTH & SAFETY  
DEPARTMENT OF HEALTH**



Director / Health Officer  
NAMITHA REDDY, MD, MPH  
nreddy@co.somerset.nj.us

27 Warren Street  
P.O. Box 3000  
Somerville, New Jersey 08876-1262  
(908) 231-7155  
Fax (908) 704-8042  
www.co.somerset.nj.us/health  
healthdept@co.somerset.nj.us

Deputy Director  
JAMES H. NORGALIS, HO, MSA, BA  
norgalis@co.somerset.nj.us

**NOTIFICATION OF CONSTRUCTION/DEMOLITION ACTIVITIES**

Pursuant to the Solid Waste Management Plan of Somerset County, it is required that this form be completed by the Permittee, and reported to the Somerset County Department of Health, within 48 hours of the issuance of a municipal permit for construction and/or demolition activities that will, in the aggregate, require removal of 21 or more cubic yards of waste materials.

**Please print clearly & fax to: (908) 704-8042, email [HealthDept@co.somerset.nj.us](mailto:HealthDept@co.somerset.nj.us) or deliver to the above address.**

TYPE OF PERMIT: \_\_\_\_\_ PERMIT # \_\_\_\_\_  
NAME, ADDRESS & PHONE NUMBER OF PERMITTEE:


PHYSICAL LOCATION OF PROPERTY: (Street Address; Municipality; Lot & Block)


DATE WORK WILL START: \_\_\_\_\_ ESTIMATED DATE OF COMPLETION: \_\_\_\_\_

ESTIMATED AMT OF CONST/DEMO WASTE TO BE GENERATED: \_\_\_\_\_ CUBIC YDS

CONTRACTOR TO BE USED FOR WASTE REMOVAL (Name, Address, Telephone & DEP number)


CONTRACTOR TO BE USED FOR RECYCLING (Name, Address & Telephone)


**The following materials shall be recycled:** wood scrap/unfinished lumber (only non-chemically treated, clean wood); cardboard; concrete; asphalt; masonry/paving materials; scrap metals. **\*Failure to source-separate & recycle is a violation of the Somerset County Solid Waste Management Plan\*** -- For more information, please visit: <http://www.co.somerset.nj.us/government/public-works/recycling>

\_\_\_\_\_  
PERMITTEE SIGNATURE

\_\_\_\_\_  
DATE

- Mission Statement -

The County of Somerset is committed to excellence and innovation in public service, promoting the well-being of all residents and communities by providing effective, efficient and responsive leadership.

*Somerset County Is An Equal Opportunity Employer*

## **Township of Bernards Engineering Department**

### **CALCULATING LOT COVERAGE**

Definition from Bernards Township Land Development Ordinance:

#### **COVERAGE**

Shall mean the portion of a site, expressed as a percentage of the lot area, covered by impervious materials. Parking areas, regardless of the materials used for construction, shall be deemed to be covered by impervious material.

Lot coverage must be calculated for existing conditions and proposed conditions. The following items must be included in all lot coverage calculations, except for properties in the PUD-5 zone:

- building footprint, including cantilevers and overhangs
- driveways/parking areas, including all surface types (asphalt, pavers, concrete, gravel etc.)
- accessory structures
- walkways/ patios/recreational courts, including all surface types (asphalt, concrete, pavers, flagstone etc.)
- above-ground and in ground swimming pools (surface area of pool and surrounding patio)
- covered porches, covered decks (note: open decks with no walls or roofs are not included)
- any other impervious surfaces on the lot

Call the Zoning Officer, Nancy Koederitz, with any questions: (908) 204-2507

# Hiring Home Improvement Contractors

consumer**brief**

## HOMEOWNER PROTECTIONS

Each year, the New Jersey Division of Consumer Affairs receives thousands of complaints from consumers who hire contractors to do costly repair projects and who are less than satisfied with the results. Consumers complain about shoddy workmanship, missed deadlines and also about the contractor's failure to complete the work or to start the project at all.

The New Jersey Consumer Fraud Act is designed to protect you from misrepresentation, fraud and deception in consumer transactions, including contracts for home improvement work. In addition, the Contractors' Registration Act requires home improvement contractors to register with the State.

Home improvement contractors had to initially register with the Division of Consumer Affairs by December 31, 2005, and must register annually thereafter, unless specifically exempted.

Home improvement contractors who are not registered with Consumer Affairs will not be issued municipal construction permits and will not be permitted to perform home improvement work in New Jersey. More information about the law may be found on the Division's Web site at: [www.njconsumeraffairs.gov](http://www.njconsumeraffairs.gov). *Note: Registration with the State does not constitute an endorsement of or approval for the home improvement contractor.*

## WHO IS A HOME IMPROVEMENT CONTRACTOR?

Home improvement contractors are individuals and companies involved in repairing, renovating, modernizing, installing, replacing, improving, restoring, painting, constructing, remodeling, moving, or demolishing residential or noncommercial properties.

Home improvement contractors include those who work on residential driveways, sidewalks, swimming pools, terraces, patios, additions, landscaping, fences, porches, windows, doors, cabinets, kitchens, bathrooms, garages,

finished basements, basement waterproofing, fire protection devices, security protection devices, central heating and air conditioning equipment, water softeners, heaters and purifiers, solar heating or water systems, insulation installation, roofing and siding, wall-to-wall carpeting or attached or inlaid floor coverings, and more.

## TIPS FOR CONSUMERS

- Contact Consumer Affairs to see if consumers have filed any complaints against the contractor and to ensure the contractor is registered.
- Get written estimates from at least three contractors. Ask the contractors how long they have been in business, if they have liability insurance (as required by law), and whether they will be using subcontractors on the project.
- Contact the references your contractor gives you. Ask them whether the job was completed on time, whether there were any unexpected costs, whether the workers showed up on time and cleaned up when they finished, and whether they would use the contractor again.
- Ask your contractor about his or her professional affiliations and confirm the information with those organizations.
- Investigate financing options for your project. Shop for credit and be sure you understand the annual percentage rate you will have to pay.
- Do not pay for the entire job up front. The customary arrangement is one-third in advance, one-third halfway through the job and one-third upon completion. Do not pay with cash.

## KNOW THE LAW

Obtain a written contract. Contracts for home improvement projects costing \$500 or more must be written and must include the legal name and business address

800-242-5846 • [www.NJConsumerAffairs.gov](http://www.NJConsumerAffairs.gov)



New Jersey Division of  
**Consumer  
Affairs**

of the contractor as well as a start date, a completion date, a description of the work to be done, and the total price. The contract must also include the contractor's registration number.

Make sure all warranties and guarantees are in writing, and that the contract states name brands or quality/grades of materials to be used.

Before you sign a contract, ask for a lien waiver. A lien waiver is a receipt that states that the workers and material suppliers will not ask you for money once you have paid the contractor. Beware if a contractor asks you to sign a statement that says you will cover the costs of materials and labor if the contractor does not pay.

Signed contracts may be canceled by a consumer for any reason before midnight of the third business day after you receive a copy of the contract. Put the cancellation in writing and either personally deliver it to the contractor or send it registered or certified mail, return receipt requested. A photocopy of your cancellation should also be sent via regular first-class mail.

Ensure that all applicable construction permits are obtained from the local municipality. Either the owner or a contractor acting as the owner's agent may obtain a building permit.

If an electrician or plumber is doing the work, the municipal permit must be signed and sealed by the New Jersey licensed electrical contractor or licensed master plumber.

If the homeowner has hired an architect to draw up plans, the licensed architect must sign off on them. Determine from the municipality what inspections are needed and when they must be performed.

Final inspections must be completed BEFORE final payment is made to the contractor. For information on inspections, see the notice printed in large type on the back of the construction permit.

#### **WARNING SIGNS**

Avoid transient home repair contractors. If you hire a contractor, make sure you get the registration number, name, street address, phone number, license plate number and vehicle description. If a problem does occur, this information will be helpful to law enforcement agencies. Look for red flags. Be wary if the contractor:

- asks for more than a third of the total payment before work can begin.
- demands cash.

- tells you there is no need for a written contract. (Written contracts are required for projects costing \$500 or more. We recommend you get a written contract for all projects.)
- only has a P.O. Box as his/her business address.
- does not have a Division of Consumer Affairs registration number, unless he/she is exempt from registration requirements.
- approaches you (when you haven't sought him/her out) claiming he/she was just in the neighborhood and can give you a good deal.

#### **HOME REPAIR COMPLAINTS**

If you have a problem with your home improvement project, first give the contractor an opportunity to resolve the matter directly. If you are not satisfied with the results, you may:

- File a complaint online with Consumer Affairs at: [www.njconsumeraffairs.gov/ocp/ocpform.htm](http://www.njconsumeraffairs.gov/ocp/ocpform.htm).
- Call Consumer Affairs at 1-800-242-5846 to request that a complaint form be mailed to you.
- Call your county or municipal consumer affairs office for a complaint form.

#### **HIRING OTHER LICENSED PROFESSIONALS**

Persons or companies licensed by the State, such as plumbers, electrical contractors and architects, are not required to register as home improvement contractors if they are acting within the scope of their profession. Before hiring any of the professionals listed below, check the Licensee Search link on the Division's Web site or call the appropriate licensing board to determine that the person doing the work is licensed to do so and that his/her license is active and in good standing.

#### **LICENSING BOARDS**

Architects	973-504-6385
Burglar Alarm Installers	973-504-6245
Electrical Contractors	973-504-6410
Engineers	973-504-6460
Fire Alarm Installers	973-504-6245
Land Surveyors	973-504-6460
Landscape Architects	973-504-6385
Locksmiths	973-504-6245
Plumbers	973-504-6420

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