



Township of Pequannock

Construction Department

Construction Department
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Construction Permit Applications

TO: ARCHITECTS, ENGINEERS AND ALL PERSONS PREPARING PLANS FOR EXAMINATION AND MAKING AN APPLICATION FOR THE ISSUANCE OF A CONSTRUCTION PERMIT.

The Rules and Regulations of the State Uniform Construction Code Act and the provisions of the building sub code (IBC) require that plans be properly examined for compliance and the necessary permits issued. Unless specifically waived in rare instances by the Construction or Sub Code Official all required information must be provided. **PLANS WILL NOT BE EXAMINED NOR WILL A CONSTRUCTION PERMIT BE ISSUED WITHOUT THE REQUIRED INFORMATION. THIS WILL HOLD UP YOUR PERMIT.**

If in doubt, ask the Sub Code Official who may make appropriate notations in front of certain items where not applicable (N/A). Separate applications and plans must be filed for each building.

APPLICATION AND PLANS (All requirements found in N.J.A.C. 5:23-2.15 et. seq., unless otherwise noted).

- Minimum of three (3) copies of signed and sealed plans and specifications. Plans must bear the signature and raised seal of a N.J. licensed architect or in some cases (not residential) a licensed engineer. An exception to the raised seal requirement will be made for a single-family homeowner who prepares his or hers own plans for work to be done at his or her own private residence. The submitted plans must be drawn to scale with sufficient clarity and detail dimensions to show the nature and character of the work being performed.
- Minimum of two (2) copies of an accurate site development plan drawn to scale showing at a minimum size and location of all existing and new structures, proposed first floor elevations and basement if applicable, established street grades, existing and proposed grading, storm water pits and cleanout detail, boundary line survey information and use of unoccupied space around building where applicable.
- Zoning permit application along with property survey
- Proposed Use Group (2015 IBC).
- Proposed construction type (2015 IBC).
- Designation of number of occupants to be accommodated in rooms or spaces (2015 IBC).
- Foundation, floor, roof, and structural plans (2015 IBC).
- Live Load schedule, floors, corridors, stairs, decks, balconies, and roofs (2015 IBC).
- Door, window, and finish schedules (including fire door ratings, closets).
- Sections, details and connections including windows.
- Material designations. Example: Lumber species and grade.
- Electrical floor and ceiling plans including lighting, receptacles, motors and equipment, service entry location. Line diagram and sizes of wire, conduits and breakers.
- Plumbing floor plan including equipment, isometrics, fixture schedule and sewage disposal.

- Mechanical floor and ceiling plan including equipment, distribution locations with size and flow, location of dampers and safeguards.
- When required adequate engineering details of structural, mechanical, plumbing and electrical work including computations, stress diagrams and other technical data.
- Signed and sealed shop drawings, example truss specifications.
- Details of maintenance of fire resistance ratings where penetrations are made in building assemblies.
- Notation of the release of plans by the N.J. Department of Community Affairs where required.
- Utility releases for demolitions (See Building Demolition Prior Approval Requirements).
- Location, construction, size and character of all exit ways (2015 IBC Chapter 10).
- Fire resistance rating of all structural elements and supporting data (2015 IBC).
- Details of chimneys, vents, ducts and their connections. (2015 International Mechanical Code Chapters 7, 8, and 9)
- Details of all temporary construction safeguards (2015 IBC Chapter 33).
- Details of all signs and display structures and design wind load (2015 IBC Chapter 31).
- Details of elevators, dumbwaiter, moving stairs and conveyor equipment (2015 IBC Chapter 30).
- Details of plastics used in construction (2015 IBC Chapter 26).
- Details of exterior veneers used in construction (2015 IBC Chapter 14, 2015 IRC Chapter 7)
- Design specifications elevations bathroom equipment, door hardware, for NJ barrier free design regulations (2015 IBC Chapter 11 & ICC A117.1-2009).

APPLICABLE CODES (N.J.A.C.)

- **5:23-3.14 Building Sub code:** The 2015 International Building Code as modified by the UCC.
- **5:23-3.15 Plumbing Sub code:** The 2015 National Standard Plumbing Code as modified by the UCC.
- **5:23-3.16 Electrical Sub code:** The 2014 National Electric Code as modified by the UCC.
- **5:23-3.17 Fire Protection Sub code:** certain sections of the building, electrical, mechanical code & The International Fuel Gas sub codes, also as modified by the UCC.
- **5:23-3.18 Energy Sub code:** 2015 International Energy Code as modified by the UCC.
- **5:23-3.19 Manufactured Home Sub code:** Federal Manufactured Home Construction and Safety Standards, as set forth in Part 3280 of Title 24 of the Code of Federal Regulations, including all revisions and amendments.
- **5:23-3.20 Mechanical Sub code:** The 2015 International Mechanical Code as modified by the UCC.
- **5:23-3.21 One and Two Family Dwelling Sub code:** The 2015 International Residential Code as modified by the UCC.
- **5:23-3.22 Fuel Gas Code:** The 2015 International Fuel Gas Code as modified by the UCC.

APPLICATION REQUIREMENTS

Standard application forms are available from the Construction Department located at 99 Alexander Avenue.

The following requirements are found in NJAC 5:23-2.15 unless noted otherwise.

- General description of proposed work.
- Location, street address **and** block and lot numbers.
- Use of all parts of the building or structure and all portions of the lot.
- Name and address of the owner. (Phone number where the applicant can be contacted during working hours).
- Email address for the property owner and/or agent of the owner.
- Use group classification.
- Lot coverage measured in square feet.
- Total building or structure volume in cubic feet.
- Total number of plumbing fixtures.
- Total number of electrical fixtures, outlets and major appliances.
- Type of heating system.
- Source of water.
- Mode of sanitary waste disposal.
- List of unusual or hazardous facilities.
- Estimated cost of work.
- Name and address of responsible persons in charge of work. (Plan review will not begin without this information).
- Affidavit of authorization to make application.
- Name and address of all contractors. *
- Name and license number of contractors for plumbing and electrical work*.
- Statement that State, County and local prior approvals required have been obtained.
- Base flood elevation if property is located within the New Jersey Flood Hazard Area.

* Change of contractor must be filed by an amendment to the permit.