

Examples of a Permit Submittal

for new construction: Complete a construction permit folder and all pertaining subcode (building, fire protection, electrical, plumbing, and/or elevator) forms, submit with architectural/engineering drawings including a plumbing diagram if plumbing work is proposed, and site plan/property survey illustrating the new work. Obtain prior approvals if asked for by completing the "Prior Approvals . . form.

for new windows: If the new windows are a direct replacement, no permit is needed. But a list of all windows to be installed is still needed: fill out form and a construction permit folder. If any change is needed, complete a construction permit folder, construction permit, and a building subcode form, submit with architectural drawings.

for new kitchen cabinets: If the new cabinets are a direct cabinet replacement no permit is needed. If new work is also proposed, complete a construction permit folder, construction permit, a building subcode form and other subcode forms if other work discipline is proposed (electric and/or plumbing). Submit with architectural/engineering drawings to include a plumbing diagram if plumbing work is proposed.

for new or re-roofing: If re-roofing is under 25% of the existing roof area no permit is needed. If the work proposed is more than 25% or a new roof, complete a construction permit folder, construction permit, and a building subcode form. If the work proposed is for a commercial building submit with architectural/engineering drawings.

for demolition work: Complete an "Application for a Demolition Permit" or an "Application for an Interior Demolition Permit", a construction permit folder, and construction permit. If the work is proposed to allow for new construction it can be included in the scope of a permit for new construction.

for site work only: Complete a "Site Work" permit, and submit to the Borough Engineer with engineering drawings illustrating all work proposed.

for a sign: If the sign is only temporary, complete an "Application for a Temporary Sign Permit", submit with a drawing of the sign and a site plan/site survey or sketch. Mayor and Council approval is required. If the sign proposed is to be permanent, complete a construction permit folder, construction permit, a building subcode form and an electric subcode form if electric work is proposed, submit with drawings.

for a new fence: Complete a construction permit folder, construction permit, and a building subcode form, submit with drawings and/or a fence catalog and a site plan/property survey illustrating the proposed fence.

for a new pool: Complete a construction permit folder, construction permit, a building subcode form, a plumbing subcode form, and an electrical subcode form. Submit with drawings and/or pool specifications and a site plan/property survey illustrating the proposed pool.

for a new curb-cut: Complete an "Application for a Curb-cut", a construction permit folder, and construction permit, submit with a site plan/site survey. Mayor and Council approval is required.

for new or re-paving: Complete a construction permit folder, and a construction permit, submit with a site plan/property survey illustrating proposed paving.