

# CONSTRUCTION PERMITS

## WHAT IS A PERMIT?

A construction permit represents legal permission to begin a construction project. The issuance of a permit indicates that plans for a project have been approved by Borough of Shrewsbury officials and have complied with the Uniform Construction Code and Borough Zoning Ordinance.

## WHEN IS A PERMIT REQUIRED?

A permit is generally required if an individual wishes to construct, enlarge, alter or demolish a structure. Included in this category are those projects which change any existing structure or add to that structure, such as the following:

- Deck or pool
- Addition to a house
- Shed, garage or fence (over 6' in height or any fence around a pool)

A construction permit is also required to do the following:

- Replace siding or roofing
- Rearrange plumbing system
- Install a new water heater, furnace or fireplace
- Install new electrical receptacles or outlets
- Repair or replace any structural member, such as increasing the size of a window

The following projects are examples of ordinary repairs which **do not** require a permit:

- Replacing gutters
- Painting or trim work
- Installing, repairing or replacing any **interior** finish in one or two-family dwelling. An exception is paneling, which **does** require a permit.

## HOW DO I APPLY FOR A PERMIT?

The required documentation for construction permit includes:

- **PERMIT APPLICATION**
- **CONSTRUCTION PLANS**
- **PLOT PLAN**
- **ENGINEERING DEPARTMENT RELEASE**
- **(GRADING PLAN, if required)**

An **APPLICATION** for permit is available from the Construction Department, located in the Municipal Building.

Along with the completed application, the applicant must submit two copies of the **CONSTRUCTION PLANS**. These drawings may be done by the applicant for his own single-family dwelling or by a New Jersey licensed architect or engineer.

A building contractor is not permitted to do the drawings unless he is licensed as an architect or engineer.

An applicant must also submit a **PLOT PLAN** for an addition, fence, shed, or pool. The plot plan should indicate:

- All existing and proposed structures on the property
- The distances to the lot lines, septic system or sewer lines, if known
- The location of any easements

## THE PERMIT PROCESS

**Step 1:** The Borough Zoning Officer completes the zoning review. This process may take up to ten working days.

**Step 2:** The required documents are submitted to the Construction Department, Grading Plan (if required) is to be submitted directly to the Engineering Department by the applicant.

**Step 3:** After the Zoning and Engineering approval, the documents are reviewed by the building, electrical, plumbing, and fire subcode officials for completeness and code conformance. This process may take up to twenty working days.

Minor work such as roofing and siding require minimal plan review. Usually, the permit is issued within three days.

If the documents do not comply with the Uniform Construction Code, the applicant will be notified of the violations and required to correct and resubmit the documents for further review. Applicant must contact Engineering Department directly for any comments to the Grading Plan (if required).

**Step 4:** The permit is issued indicating that legal approval has been given to begin the construction project.

State law mandates that the Construction Official issue a fine of up to \$500.00 to any person who performs work without a permit if the construction is of a nature which requires a permit.

## INSPECTION DURING CONSTRUCTION:

New construction usually requires the following inspections:

- Footing excavation prior to pouring concrete
- Foundation wall prior to backfilling
- Rough framing prior to installing insulation
- Rough plumbing and electrical prior to installing insulation
- Insulation prior to installing sheetrock

For renovations and projects other than new construction, contact the Construction Department for inspection requirements.

## OBLIGATIONS DURING CONSTRUCTION

Inspectors must have 24 hours advance notice and must be able to see the part of construction required to be inspected.

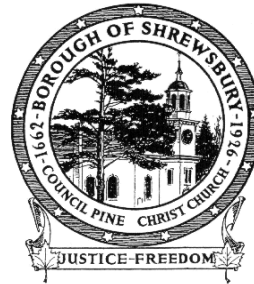
Any work which does not conform to the approved plans will require reinspection. If the work continues without resolving the problem, the applicant will be fined and the job stopped.

Applicants are required to post the permit prominently on the site and to keep a copy of the approved plans at the site.

When the project is completed, the applicant must call for final building, electrical, plumbing, and fire inspections. Applicant must contact Engineering Department directly to schedule final site inspection. The applicant must also apply for a certificate of occupancy. If the work is approved, a certificate will be issued indicating permission to use the area for the intended purpose.

## PROPERTY MUST BE PROPERLY IDENTIFIED:

House number conspicuously displayed for viewing from street and construction placard conspicuously displayed on the building.



## RESIDENTIAL CONSTRUCTION PERMITS

### Borough of Shrewsbury

Monmouth County, New Jersey

Municipal Building  
Sycamore Avenue · Shrewsbury, NJ  
07702  
Telephone (732) 741-4200

### Borough of Shrewsbury