

At the street entrance to the property, erect a sign showing the Block, Lot, Building number, permit number & name. Be sure the sign can be read clearly for Inspectors to find the property.

Required Inspections are as follows:

- Footing (prior to placing concrete)
- Underground/Rough Plumbing
- Slab (prior to placing concrete)
- Foundation and footing drains, before backfilling

Submit location survey at this point

- Rough frame (before siding and roofing is applied)
- Rough plumbing
- Rough electric
- Fire
- Finish frame (after rough plumbing, electric and fire approvals)
- Insulation

12. CERTIFICATE OF OCCUPANCY

- To obtain a C.O. you must:
- Complete a C.O. application
- Obtain final driveway approval
- Submit the final survey
- Submit Certificate of Compliance for wells and septic
- Submit homeowner's Warranty (if applicable)
- Final inspections for: electric, plumbing, fire and building must be approved;
- Pay all outstanding fees, violations, and taxes.

NO CERTIFICATE OF OCCUPANCY SHALL BE ISSUED WITHOUT ALL APPROVALS BEING OBTAINED.

NO BUILDING CAN BE USED OR OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.

Inspection Schedule as follows: Call for Appointment

Building & Fire	Monday 12:00 p.m. - 2:30 p.m.	908-852-4121 ext. 2
Electrical	Tuesday & Thursday 7:00 a.m. - 8:30 p.m.	908-852-4121 ext. 2
Plumbing	Monday - Friday	908-454-1152

Township of Frelinghuysen
Construction Department
210 Main Street
Johnsonburg, NJ 07825

TOWNSHIP OF
FRELINGHUYSEN

CONSTRUCTION
DEPARTMENT

p r o c e d u r e

t o

b u i l d

Step by step instructions for the property owners and contractors of our Township prior to building new construction.

T o w n s h i p o f F r e l i n g h u y s e n

Construction Department
210 Main Street
Johnsonburg, NJ 0725

Phone (908)852-4121 ext. 2
Fax (908)852-7621

e-mail construction@frelinghuysen-nj.us www.frelinghuysen-nj.us
Office Hours: Monday & Thursday 8:30 a.m. - 3:00 p.m. Wednesday & Friday 8:30 a.m. - 12:00 p.m.

FOR NEW BUILDINGS

Once you have ownership of the lot you plan to build on, the following steps **MUST** be taken:

1. Contact the Township Zoning Department. All applicants must obtain a Zoning Permit Application. Submit the completed application with a copy of your **approved** septic system plot plan, and pay the required application fee.

2. Contact Warren County Health Department (908)689-6693. Apply for Septic and Well permits. You must have a valid Septic and Well Permit in order to apply for your building permit.

3. Contact Warren County Soil Conservation (908)852-2579 to determine if a permit must be obtained.

4. If there are wetlands present on the lot, a Letter of Interpretation will be needed from the N.J.D.E.P. before a building permit is issued.

5. Certification of Taxes paid must be obtained.

After the above items are complied with, you are now ready to **APPLY** for Building Permits.

6. Contact the Building Department (908)852-4121 ext. 2 - The following applications are to be filled out: Building, Electrical, Plumbing, Fire & Driveway.

SPECIAL NOTE: if a driveway opens on a State or County road, you must obtain an entrance permit from the NJDOT and Warren County Engineers Office, respectively, in addition to the Township Driveway permit.

7. Complete the building applications and submit to the Construction Department. The following copies must also be submitted in order for the application to be complete: **approved** zoning application; septic and well permits; soil conservation permit (if applicable); driveway permits (County & State if applicable also); **Two (2) signed and sealed** copies of architectural drawings for the project. An owner may draw the plans for a single family dwelling if he/she is going to reside in the building.

For Modular Dwelling Applications - all of the above information is required **plus** the following.

Submit written estimates showing the cost for:

- a. Foundation and footings
- b. Plumbing from the floor of the Modular to connection with the well and septic;
- c. All electric outlets, lights, special devices and services;
- d. All storage tanks;
- e. All exterior decks and entry steps
- f. All carpentry including connection, roof raising, garage framing and finishing, siding & roofing;

Submit **two copies of the stamped and approved modular building.** Only

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submit those drawings that pertain to the building you plan to construct.

Submit **two copies of sealed architectural drawings for the foundation** and any items that are not part of the modular unit.

8. If plans are drawn by the owner, they must contain the following:

- All four elevations — front, rear, etc.
- Foundation plan showing the following:
 - Size of footings, type and thickness of walls and floor
 - Size and direction of floor joists;
 - Column location and girder size;
 - Size and location of windows and doors. Windows must be at least equal 1/50 of floor plan;
- First and second floor plans showing windows, doors and room areas;
- Typical cross section
- Energy code checklist;
- Percentage of glass to exterior wall surface;
- Type of insulation in walls, ceilings, and floors;
- Slab on grade insulation.

Architects must show all of the above, plus:

- Total volume
- Factor of walls and ceilings
- Use group and type of construction
- Occupancy load

Plumbing, heating and electrical schematics must also be provided.

9. REVIEW - when the preceding information has been assembled, and the necessary Technical Application shave also been completed, you must submit **ALL** information to the Building Department at one time.

Departmental **Review may take up to twenty (20) business days after FULL submission** of the completed application package.

10. Additional Permits are required for:

- a. Temporary electric service
- b. Well pump and line installation

11. Required Inspections - All required inspections must be performed within four (4) business days of your call requesting the inspection. Inspection requests **MUST** be made 24-hours prior to inspection date. The property owner/contractor must provide the following information when requesting an inspection:

- a. Permit number
- b. Block and Lot
- c. Owners name
- d. Street location
- e. Types of inspection needed.