



TOWNSHIP OF HARRISON

Office of Construction

114 Bridgeton Pike

Mullica Hill, NJ 08062-2670

Requirements to Receive a New House or Addition/Alteration Construction Permit

1. Zoning Approval (856) 478-6522
2. Well and Septic Approval: (if applicable)
 - a. Gloucester County Health Department (856)218-4180 (**ONE COPY**)
3. Plot Plan: to scale, showing proposed and existing structures
4. Call Before You Dig: (800)272-1000 for utility locations
5. Driveway Opening Permits from : (Depending on jurisdiction)
 - a. County of Gloucester (856)307-6657
 - b. State of New Jersey DOT (856)486-6688
 - c. Township of Harrison (856)478-4111 ext. 110
6. Grading Review: as per Township Ordinance No. 225-155
7. Plans and Specifications: (**TWO COPIES REQUIRED**)
 - a. New Jersey Architect Seal Only
Exception; In the case of a homeowner, who may draw his/her own plans
 - b. Total Cubic Feet (including attics, crawl spaces, basements and garages, and average means of all roofs)
 - c. Total Square Feet of New & Existing Structures (Total & per floor)
 - d. Name/address of all Contractors/Subcontractors
 - e. Identify and label all rooms
8. Building Plans and Specifications shall contain:
 - a. Footing and foundation details
 - b. Floor details (manufactured joist and beam shop drawings where applicable)
 - c. Roof details (truss cert. and bracing details where applicable)
 - d. Structural plans with elevation drawings
 - e. Door schedule, window details, stair details
 - f. Connections & material designations
 - g. Finish schedule
 - h. Tier "1" radon details including piping elevation sketch.
 - i. Insulation specifications per New Jersey Model Energy Code 2018 (Residential)
9. Mechanical Plans shall show: Heating ducts, Air Conditioning ducts and heater specs.
10. Electrical Plans and Specifications shall contain:

Locations of receptacles, switches, lighting, size and type of wire, size of service, appliances and motor sizes, cut sheets as may be required, conduit size and panel schedule where applicable.

11. Plumbing Plans and Specifications shall contain:

Floor plans, fixtures, equipment, isometric supply, and drainage drawings with pipe sizes. Sewage disposal and gas pipe schematics where applicable.

12. Fire Protection Plans and Specifications shall contain:

Heating unit cut sheets, prefab fireplace information showing testing agency approvals. Additionally for commercial and other applicable projects, detailed drawings of fire suppression systems (shop drawings), equipment cut sheets, and hydraulic calculation (where applicable) per NFPA 13 requirements. Detailed drawings (shop) and equipment cut sheets for Fire detection & notification systems were applicable per NFPA 72. Commercial hood suppression and exhaust system cut sheets and plans per NFPA and UL.

Note:

The Construction Official and appropriate Subcode Officials may require adequate details of structural, mechanical, plumbing, and electrical work, including computations, stress diagrams and other essential technical data to be filed. All engineering plans and computations shall bear the seal and signature of the licensed engineer or registered architect responsible for the design.

THE ARCHITECT MUST CERTIFY IN WRITING TO THE CONSTRUCTION OFFICIAL ANY CHANGES ON THE PLANS BEFORE OR DURING CONSTRUCTION. IF DURING CONSTRUCTION, MAJOR CHANGES ARE MADE IN MATERIALS OR STRUCTURAL DESIGN, AMENDED PLANS SEALED BY THE ARCHITECT MUST BE SUPPLIED PRIOR TO CONTINUING CONSTRUCTION. N.J.A.C. – 5:23 (e) 4. v.

PLANS DRAWN BY HOMEOWNERS:

The Construction Official may waive the requirement for sealed plans. In the case of a single family home owner, who prepares his/her own plans for the construction, alteration or repair of a structure used or intended to be used exclusively as his/her private residence, and to be constructed by himself/herself, providing that the owner shall submit an Affidavit attesting to the fact that he/she has prepared the plans.

ALL PLUMBING AND ELECTRICAL WORK requires a Licensed Contractor, except in the case of a single-family dwelling, the owner or member of the immediate family may help install plumbing and electrical work.

Building Contractors must be registered with the State of New Jersey, to construct new single-family dwellings. Additions/Alterations require a CURRENT New Jersey Home Improvement Contractors License.

If any original Contractor (Building, Plumbing and Electrical) is removed from a job, the new Contractor must notify the Construction Official, and submit appropriate technical section of Construction License.

All required inspections will be forwarded to the Construction Office. No inspection will be performed unless the Construction Office is notified. At least 24 hours notice of the start of work under a Construction Permit shall be given to the Construction Office. At least 24 hours notice for inspections. The department has 72 hours after notification to complete inspections.

At the completion of construction, the responsible person in charge of work shall submit to the Construction Official a report as to the satisfactory completion and the readiness of the project for occupancy. Major deviations from the approved permit documents shall be listed in the report.

Upon completion of construction, the Construction Contractor shall certify to the best of his knowledge and belief that:

1. The execution of work is in accordance with the regulations.
2. Execution of all work in accordance with the approved construction documents and directions of the architect or engineer.

REQUIRED FORMS AND INSPECTIONS

PLUMBING SUBCODE TECHNICAL form U.C.C. F130 (rev. 10/17)

- Slab (if applicable)
- Rough plumbing inspection
- Water underground inspections
- Sewer underground inspections
- Gas Piping Test
- Final inspection

ELECTRICAL SUBCODE TECHNICAL form U.C.C. F120 (rev. 11/09)

- Rough wiring inspection
- Trench underground wire conduits
- Service
- Final inspection

BUILDING SUBCODE TECHNICAL form U.C.C. F110 (rev.11/09)

- Footing or trench
- Foundation – prior to backfill (foundation survey required prior to inspection)
- Slab (if applicable) slab insulation (if applicable)
- Radon
- Wall Plate inspection
- Sheathing
- Framing
 1. All Electric, Plumbing & Mechanical roughs must be complete.
 2. Framing Checklist form U.C.C. F390-1(01/06) completed and signed.
 3. All approved plans and specs must be on site.
- Insulation inspection
- Final inspection

FIRE PROTECTION SUBCODE TECHNICAL form U.C.C. F270 (rev. 2/11)

- Alarm System
- Mechanical
- Final Inspection

APPLICATION FOR CERTIFICATE form U.C.C. F270 (rev. 5/03)

- “Final inspections are required before final payment is made to the contractor” N.J. State Law 13:45A-16.2 once all final inspections are completed, an Application for Certificate of Occupancy must be submitted in writing to The Construction Office.

FAILURE TO FOLLOW THE ABOVE GUIDELINES MAY RESULT IN SUBSTANTIAL PENALTIES (Max. \$2,000.00 per violation) IMPOSED IN CASES WHERE:

1. Work is done without a Construction Permit

2. Misrepresentation on application for a Construction Permit
3. Occupying premises without a Certificate of Occupancy
4. Missing required inspections

Block **Lot** **OWNER** **Date:**

ADDRESS

HT CONSTRUCTION OFFICE, IRC 2018 BUILDING CHECKLIST

Please supply all circled items for completion of plan review.

- Plans and Specifications (2 Copies) New Jersey Architect Seal Only, (except Homeowner drawn plans) Codes followed, with applicable adoption dates must be included on plan.
- Site specific plan with dimensions and elevations.
- All options for specific dwelling shall be noted on building tech.

Building Plans and Specifications shall contain:

1. Total Cubic Feet, including attic, porches, basement, crawl space, garage, etc. (Volume of the structure, not volume of the living space.) **Show each area calculation on plan.**
 - Volume of each option with square foot figure included for proto-types.
2. Total Square Feet of New Structure
3. Radon design, passive system proposed with plan detail included
4. Foundation plan with footing, wall, and drain info
5. Floor and roof structural plans, with stick frame layout including lumber size, spacing and spans **and/or;**
 - Manufacturers design for “T” joist with beam location and specs
 - Truss manufacturers certifications and bracing info
6. Doors and window cut sheets, including “U” values and egress information.
 - **Garage overhead door specs w/ ASTM or ANSI/ASMA 115-2003 rating**
 - **Windowsill height info per R612.2**
7. Stair details, (**Note: All exterior doors shall have steps w/landings per R311.7.5**)
8. Connections and material designations. Hangers, straps, truss clips, foundation bolts, etc.
 - Information for braced wall line requirements per R602.10, etc.
9. Insulation specifications per **International Model Energy Code 2018, including necessary calculations. Rescheck or Prescriptive package requirements.**

