FINISHED BASEMENTS

A HOMEOWNERS GUIDE TO APPLYING FOR A PERMIT

Converting an unfinished basement into additional living space in a home is a very popular home improvement project. This information packet has been designed to assist homeowners to prepare their permit application when they are designing a finished basement project themselves for their own private residence. The topics covered will include the following:

1. The application itself.
2. Building elements such as framing, fire blocking, and insulation.
3. Electrical requirements.
4. Plumbing requirements.
5. Special requirements for bedrooms in basements.
6. Plan Review, inspections, and closing your permit.

Whether you are planning on doing the work yourself or hiring a contractor, this information will assist you so that your application process can go smoothly and ensure that all aspects of the project have been accounted for during your planning phase.

PERMIT APPLICATION

When applying for a construction permit, the first step is to get a permit application jacket along with several forms. These forms are available at the construction office or on the Township website and is governed by the New Jersey Uniform Construction Code, otherwise known as the UCC or Administrative Code. This code is regulated by the New Jersey Department of Community Affairs and is the law that governs the permitting process throughout the state.

The first form is the Construction Permit Application (Form Fl00-1-3). Make sure that boxes 1 and 2 are filled out as completely as possible. If you are designing the project yourself, and/or you plan on doing all of the work yourself, then simply put "self' as principle contractor and/or architect or engineer. Next, on page 2 you will find "Certification in Lieu of Oath." This page must be signed by either the homeowner (if the homeowner is the designer), or the agent (if the design is made by an architect or engineer). Please note: According to New Jersey law, only owner occupants of single family homes or NJ licensed architects can prepare plans for home improvement projects. **Home improvement contractors are not authorized to prepare plans for your project.**

BUILDING

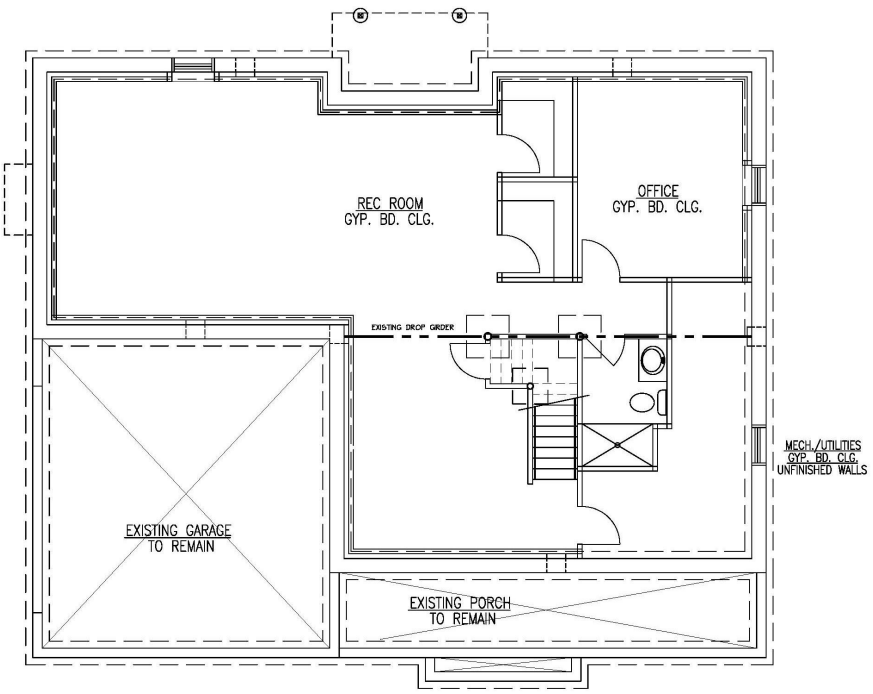
Your application must include pictures of what you intend your finished basement to look like when it is completed. It doesn't have to be a great work of art or drawn on a computer, but it does need to be drawn to scale and contain enough details so that we can make sure that all of the elements you intend to include meet or exceed the code standards (see the UCC citation to the right). Clarity is more important than neatness.

To show compliance with the Building Code, please include plan drawings and section drawings.

NJAC 5:23-2.15(F)1: Plans and specifications. The application for the permit shall be accompanied by no fewer than two copies of the specifications and of plans drawn to scale, with sufficient clarity and detail dimensions to show the nature and character of the work to be performed. Plans submitted shall be required to show only such detail and include only such information as shall be necessary to demonstrate compliance with the requirements of the code and these regulations or to facilitate inspections for code conformity.

PLAN DRAWING

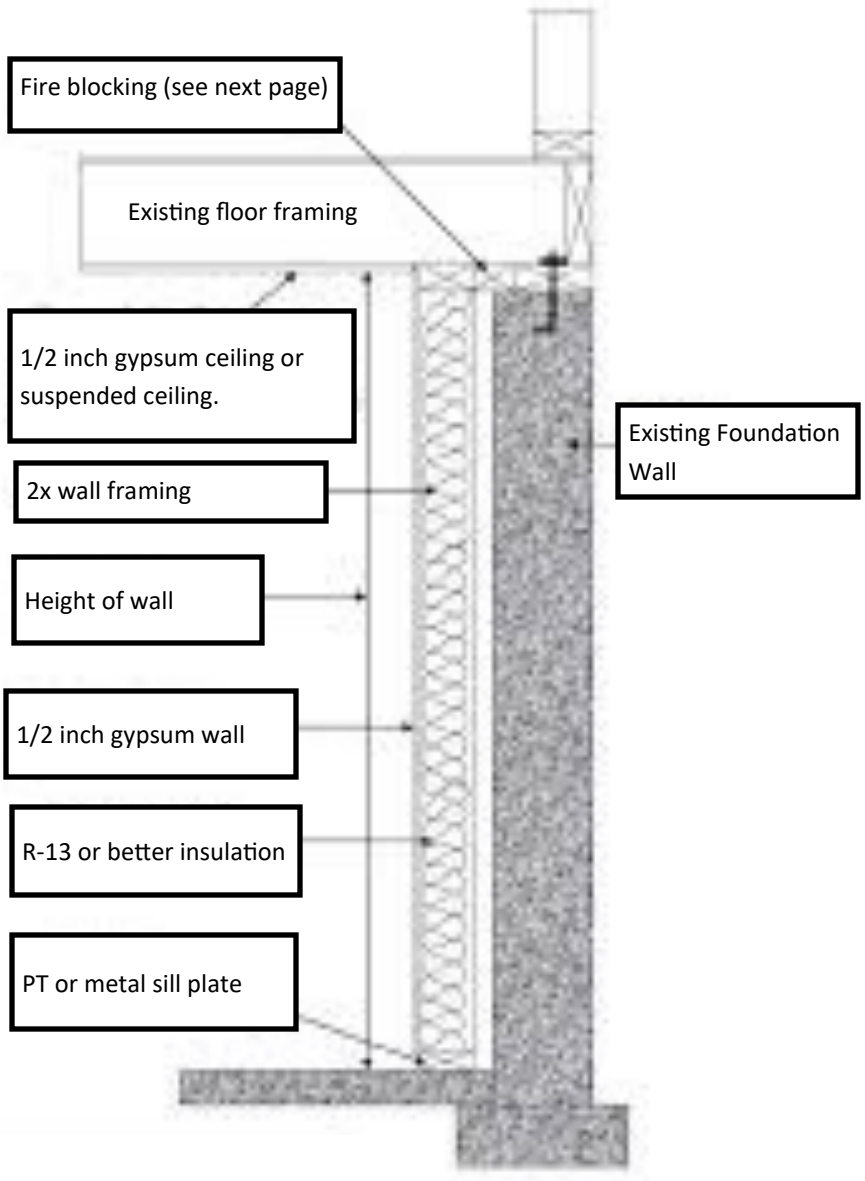
A plan drawing is the overhead view of the space within the scope of work. Locations of walls, doors, stairs, mechanical and plumbing equipment, or any other permanent elements should be identified on this drawing. If there are any existing walls or other elements that are not going to be removed, identify those elements as "existing" or, even better, provide another plan drawing showing how the space is currently configured so that all *alterations* to the space can be clearly identified. Make sure you identify the primary intended purpose for each room on this drawing such as playroom, family room, bathroom, office, gym, etc.



FINISHED BASEMENT PLAN

The section drawing shows a side view of a typical wall as if you were looking at a slice of the wall. This drawing shows important details pertaining to the construction of the wall including materials, insulation, and fire blocking.

FINISHED BASEMENT WALL SECTION



FIREBLOCKING

Fire blocking is the most commonly misunderstood framing detail when remodeling a home. The International Residential Code defines fire blocking as materials that are "installed to resist the free passage of flame to other areas of the building through concealed spaces." In other words, we are trying to slow the spread of fire through the structure of the house through areas that we cannot readily see, such as behind walls and ceilings.

The area between the studs in walls are concealed spaces. The area between the framing members of the ceiling system above you is another concealed space. Fire blocking uses an approved building material to separate the concealed air space inside the walls from the concealed air space in the floor/ ceiling systems so that a fire inside the wall cannot spread quickly through the house framing.

Therefore, fire blocking is to be provided in the following areas:

A. In all concealed spaces that connect vertical and horizontal cavities, such as where the top of the wall meets the ceiling framing above and the floor framing below (see illustration below).

B. At openings created around pipes, ducts, cables, and wires. All holes that are drilled into the top plate or the bottom plate for any reason must have the space around the penetrating item filled completely with material such as an approved caulk or mineral wool insulation.

For more information, see sections R302.11 and R302.11.1 in the 2021 International Residential Code.

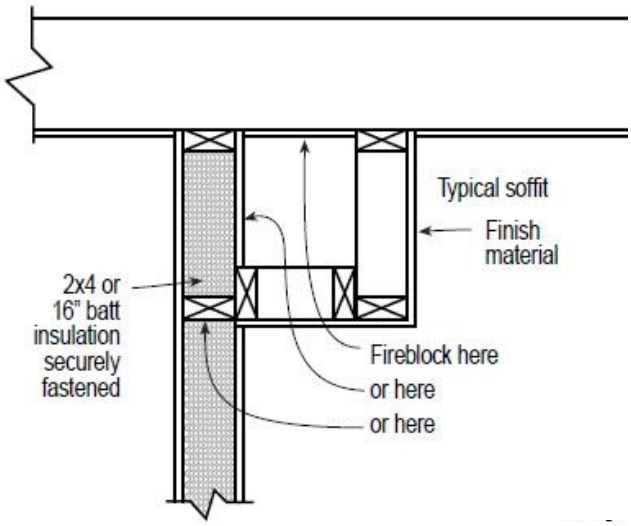
**** PLEASE NOTE ****

One needs to be very careful in choosing to use a foam sealant as fire-blocking material. It has come to our attention that several products that are marketed as “FIREBLOCK” or “FIRE SEAL” are NOT APPROVED as fire-blocking material in most situations in residential homes.

If using one of these products, please carefully look at the fine print on the label of the product and make sure that it has been tested and approved by one of the following standards:

ASTM E119 and/ or UL 263

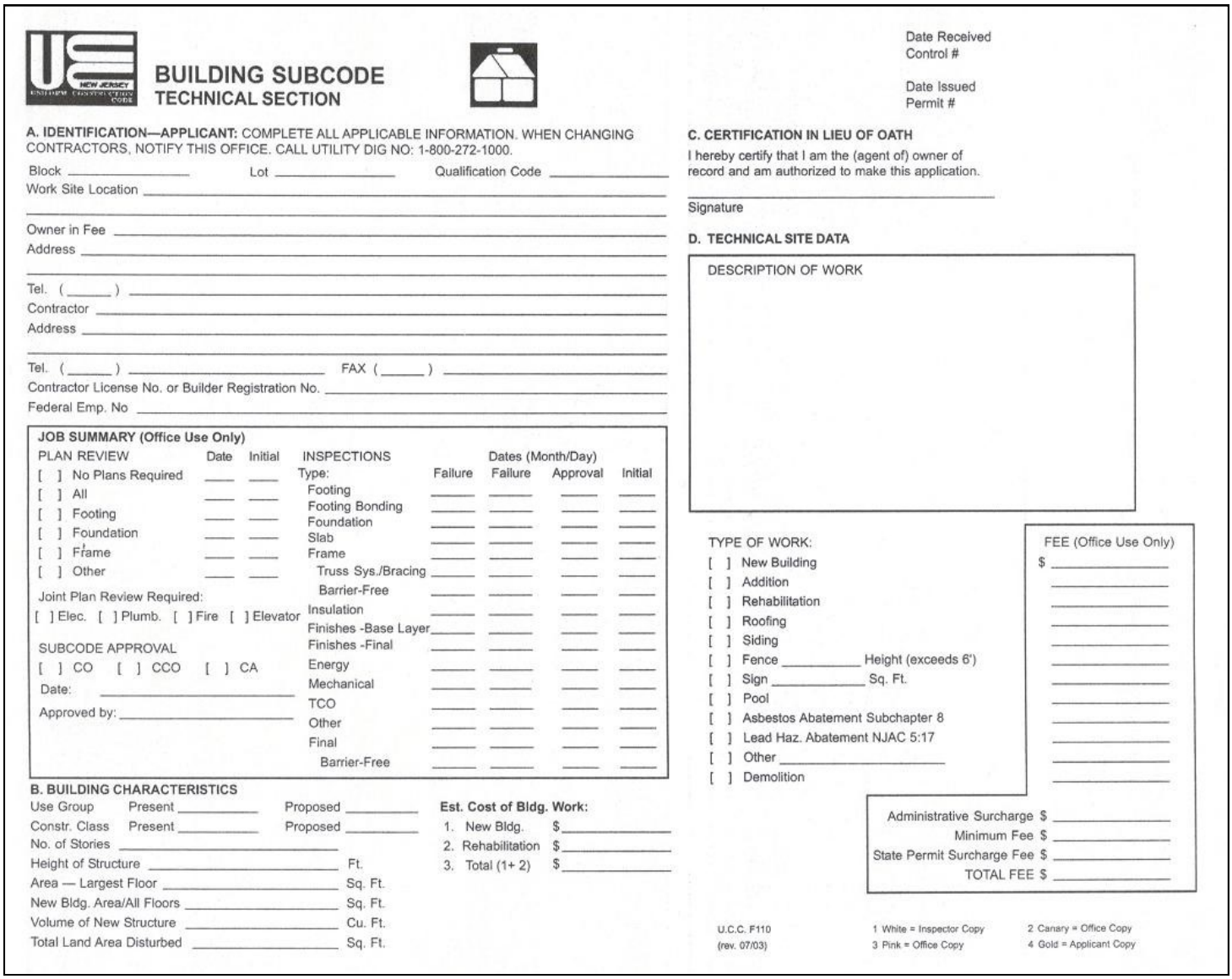
If the label does not have one or both of these standards on it, the product is NOT approved as fire-block material and will need to be removed if installed.



FILLING OUT YOUR BUILDING APPLICATION

When filling out the Building Subcode Technical Section (UCC F110). there are key sections that must be completed.

1. If using a professional contractor, make sure that the contractor's license number, registration number, and Federal Employment ID number are included in Section A.
2. In Section B, the most important piece of information for this type of project is the Estimated Cost of Building Work. The entire cost of the building portion is placed under number 2: Rehabilitation. Included in this amount is the estimated (and realistic) cost of materials and labor. Even if you plan on doing the work yourself and/ or getting your materials for little or no cost, your estimated cost is what a professional contractor would charge you as if they were doing all the work and purchasing all new materials.
3. Make sure you sign Section C.
4. In the box in Section D, simply write a general overview or brief description of your project such as "Finished Basement". Check the box for "Rehabilitation" under type of work.
5. Don't forget to include at least two copies of your plan and section drawings with your application if required.



BUILDING SUBCODE
TECHNICAL SECTION

Date Received
Control #

Date Issued
Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location _____
_____
Owner in Fee _____
Address _____
_____
Tel. (_____) _____
Contractor _____
Address _____
_____
Tel. (_____) _____ FAX (_____) _____
Contractor License No. or Builder Registration No. _____
Federal Emp. No _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW — Date — Initial
[ ] No Plans Required ____ ____
[ ] All ____ ____
[ ] Footing ____ ____
[ ] Foundation ____ ____
[ ] Frame ____ ____
[ ] Other ____ ____

Joint Plan Review Required:
[ ] Elec. [ ] Plumb. [ ] Fire [ ] Elevator

SUBCODE APPROVAL
[ ] CO [ ] CCO [ ] CA
Date: _____
Approved by: _____

INSPECTIONS Type:	Failure	Dates (Month/Day) Failure	Approval	Initial
Footing				
Footing Bonding				
Foundation				
Slab				
Frame				
Truss Sys./Bracing				
Barrier-Free				
Insulation				
Finishes -Base Layer				
Finishes -Final				
Energy				
Mechanical				
TCO				
Other				
Final				
Barrier-Free				

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____
Constr. Class Present _____ Proposed _____
No. of Stories _____
Height of Structure _____ Ft.
Area — Largest Floor _____ Sq. Ft.
New Bldg. Area/All Floors _____ Sq. Ft.
Volume of New Structure _____ Cu. Ft.
Total Land Area Disturbed _____ Sq. Ft.

Est. Cost of Bldg. Work:
1. New Bldg. $_____
2. Rehabilitation $_____
3. Total (1+ 2) $_____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

_____
Signature

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

TYPE OF WORK:
[ ] New Building
[ ] Addition
[ ] Rehabilitation
[ ] Roofing
[ ] Siding
[ ] Fence _____ Height (exceeds 6')
[ ] Sign _____ Sq. Ft.
[ ] Pool
[ ] Asbestos Abatement Subchapter 8
[ ] Lead Haz. Abatement NJAC 5:17
[ ] Other _____
[ ] Demolition

FEE (Office Use Only)
$ _____

Administrative Surcharge $ _____
Minimum Fee $ _____
State Permit Surcharge Fee $ _____
TOTAL FEE $ _____

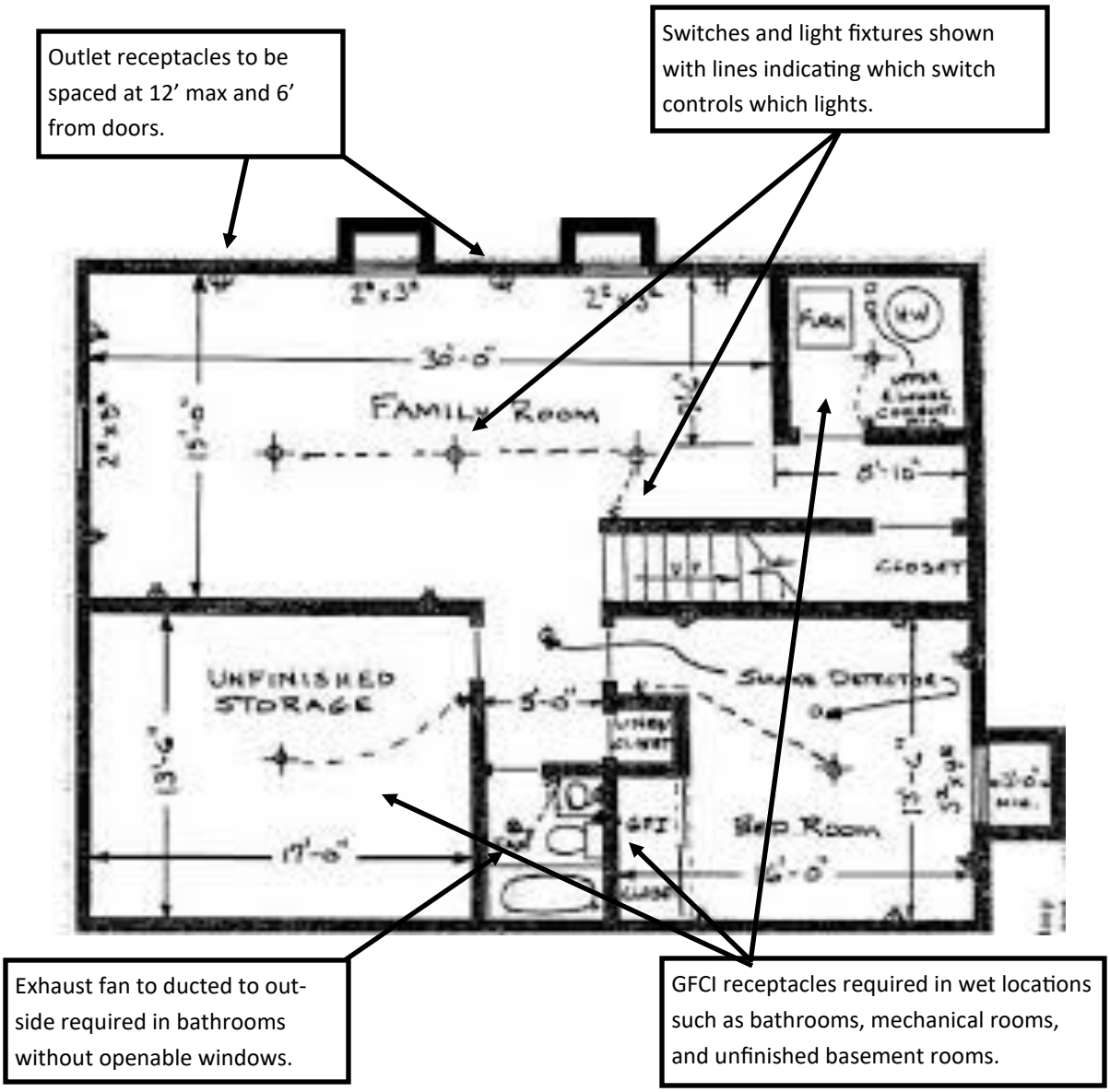
U.C.C. F110
(rev. 07/03)

1 White = Inspector Copy
2 Canary = Office Copy
3 Pink = Office Copy
4 Gold = Applicant Copy

ELECTRICAL

WARNING: Due to the inherent risks involved with working with electricity, depending on your comfort level and experience, we would highly recommend that you hire a professional, NJ licensed, electrical contractor to help design and install the electrical components in your project. A licensed electrical contractor can fill out the electrical permit form for you and place their raised seal on your design or on a design that they draw up based on your input. The design can also be made by a NJ licensed design professional such as an architect or engineer. If, however, you feel that you are experienced and knowledgeable enough to do your own electrical work, you are allowed to do so provided that you are doing the work in your own primary residence. Just bear in mind that it is not the duty of the electrical inspector to train or instruct you as to the proper way to complete your project, and you are assuming all responsibility and liability should your project have any mishaps.

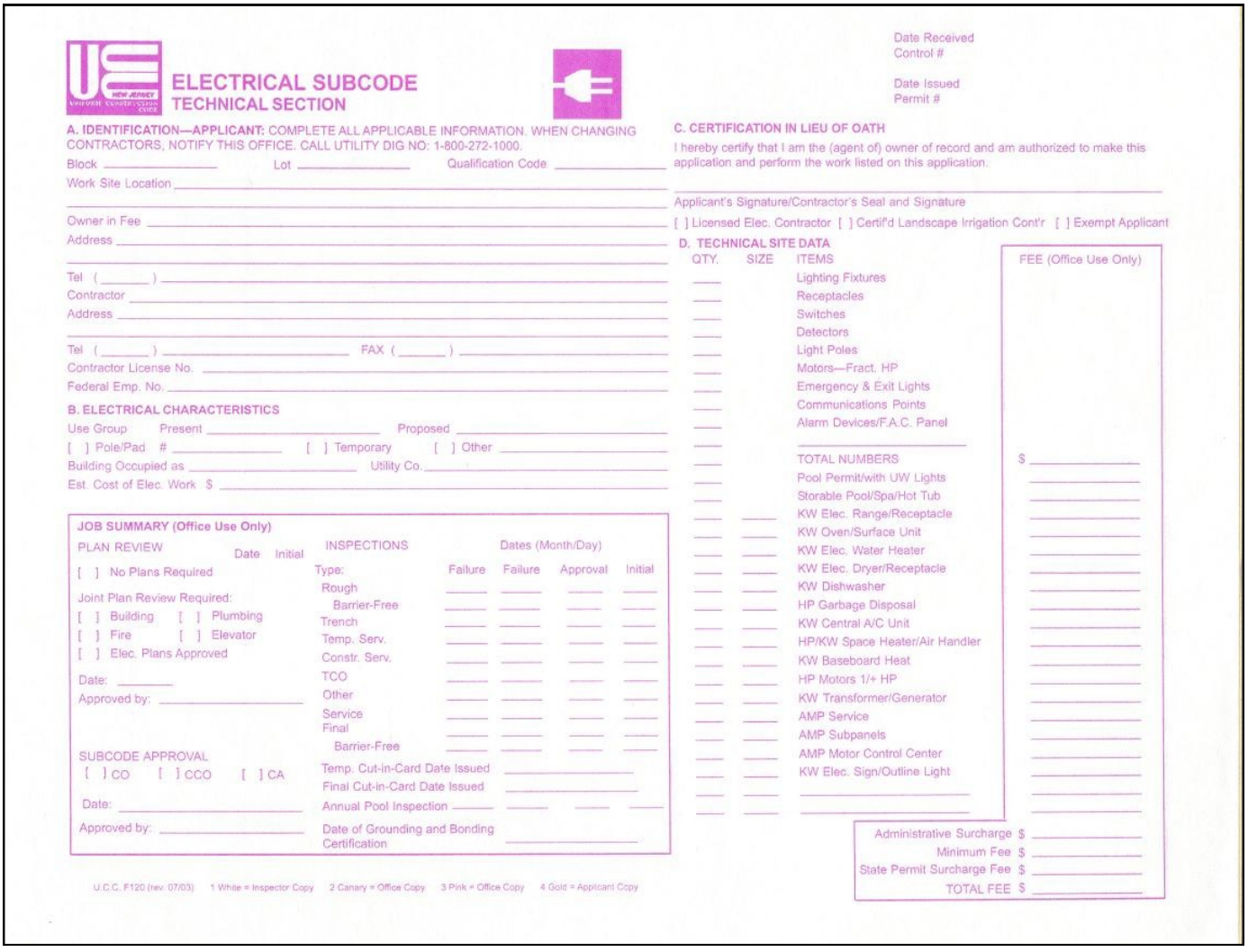
The locations of outlet receptacles, switches, and permanent light fixtures should be identified on your plan drawing, as in the example below.



FILLING OUT YOUR ELECTRICAL APPLICATION

When filling out the Electrical Subcode Technical Section (UCC F120). there are key sections that must be completed.

1. If using a professional contractor, make sure that the contractor's license number, registration number, Federal Employment ID number, and raised professional seal are included in Section A. If not using a contractor, put "self" as the contractor
2. In Section B, include just the Estimated Cost of Electrical Work.
3. Make sure you or your contractor sign Section C.
4. In the box in Section D, simply write a two to six word description of your project such as "Finished Basement". Check the box for "Rehabilitation" under type of work. Count up all of the electrical elements on your plan and place those numbers on the quantity table.
5. Don't forget to include at least two copies of your plan drawings with your application showing the locations of all electrical elements. If your electrical contractor prepared the drawing, make sure their raised seal is on the drawing.



ELECTRICAL SUBCODE
TECHNICAL SECTION

Date Received
Control #

Date Issued
Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____

Work Site Location _____

Owner in Fee _____

Address _____

Tel (_____) _____

Contractor _____

Address _____

Tel (_____) _____ FAX (_____) _____

Contractor License No. _____

Federal Emp. No. _____

B. ELECTRICAL CHARACTERISTICS

Use Group Present _____ Proposed _____

[ ] Pole/Pad # _____ [ ] Temporary [ ] Other _____

Building Occupied as _____ Utility Co. _____

Est. Cost of Elec. Work $ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW Date Initial

[ ] No Plans Required

Joint Plan Review Required:
[ ] Building [ ] Plumbing
[ ] Fire [ ] Elevator
[ ] Elec. Plans Approved

Date: _____

Approved by: _____

SUBCODE APPROVAL
[ ] CO [ ] CCO [ ] CA

Date: _____

Approved by: _____

INSPECTIONS — Dates (Month/Day)

Type:	Failure	Failure	Approval	Initial
Rough				
Barrier-Free				
Trench				
Temp. Serv.				
Constr. Serv.				
TCO				
Other				
Service				
Final				
Barrier-Free				

Temp. Cut-in-Card Date Issued _____

Final Cut-in-Card Date Issued _____

Annual Pool Inspection _____

Date of Grounding and Bonding Certification _____

U.C.C. F120 (rev. 07/03) 1 White = Inspector Copy 2 Canary = Office Copy 3 Pink = Office Copy 4 Gold = Applicant Copy

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

_____
Applicant's Signature/Contractor's Seal and Signature

[ ] Licensed Elec. Contractor [ ] Certif'd Landscape Irrigation Cont'r [ ] Exempt Applicant

D. TECHNICAL SITE DATA

QTY.	SIZE	ITEMS	FEE (Office Use Only)
		Lighting Fixtures	
		Receptacles	
		Switches	
		Detectors	
		Light Poles	
		Motors—Fract. HP	
		Emergency & Exit Lights	
		Communications Points	
		Alarm Devices/F.A.C. Panel	
		_____	
		TOTAL NUMBERS	$ _____
		Pool Permit/with UW Lights	
		Storable Pool/Spa/Hot Tub	
		KW Elec. Range/Receptacle	
		KW Oven/Surface Unit	
		KW Elec. Water Heater	
		KW Elec. Dryer/Receptacle	
		KW Dishwasher	
		HP Garbage Disposal	
		KW Central A/C Unit	
		HP/KW Space Heater/Air Handler	
		KW Baseboard Heat	
		HP Motors 1/+ HP	
		KW Transformer/Generator	
		AMP Service	
		AMP Subpanels	
		AMP Motor Control Center	
		KW Elec. Sign/Outline Light	
		_____	
		_____	

Administrative Surcharge $ _____
Minimum Fee $ _____
State Permit Surcharge Fee $ _____
TOTAL FEE $ _____

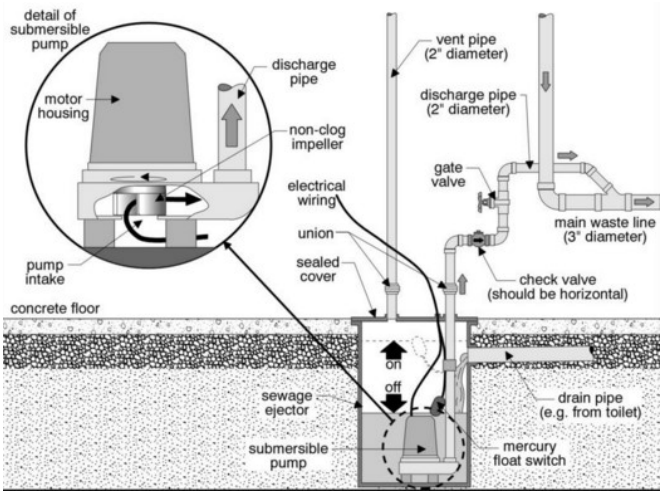
Remember, working with electricity can be very dangerous to yourself and to your family. Only those who have received proper training should attempt to install electrical wiring or equipment.

PLUMBING

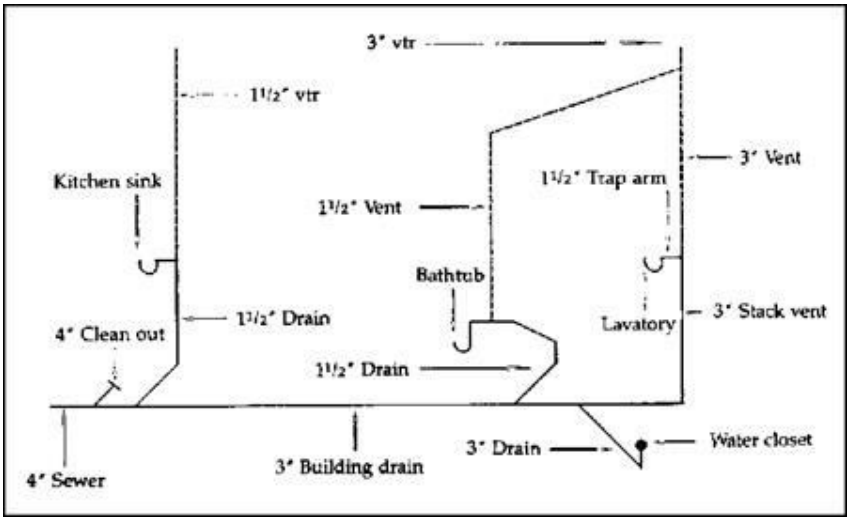
WARNING: Similar to electrical, depending on your comfort level and experience, we would highly recommend that you hire a professional, NJ licensed, plumbing contractor to help design and install the plumbing components in your project. A licensed plumbing contractor can fill out the plumbing permit form for you and place their raised seal on your design or on a design that they draw up based on your input. The design can also be made by a NJ licensed design professional such as an architect or engineer. If, however, you feel that you are experienced and knowledgeable enough to do your own plumbing work, you are allowed to do so provided that you are doing the work in your own primary residence. Just bear in mind that it is not the duty of the plumbing inspector to train or instruct you as to the proper way to complete your project, and you are assuming all responsibility and liability should your project have any mishaps.

Adding a Bathroom

Including plumbing fixtures such as bathrooms or sinks into your project is a very popular option for many finished basements. In many cases, however, the main sewer or septic drain for the home is going to be located above the basement floor which requires some kind of pump to get the effluent out of the house. There are special toilets on the market today that have built-in macerators and pumps or you could install a small pump below a bar sink if you aren't adding a bathroom. Another option is to install a sewage ejection pump below your basement floor like the one pictured to the right.



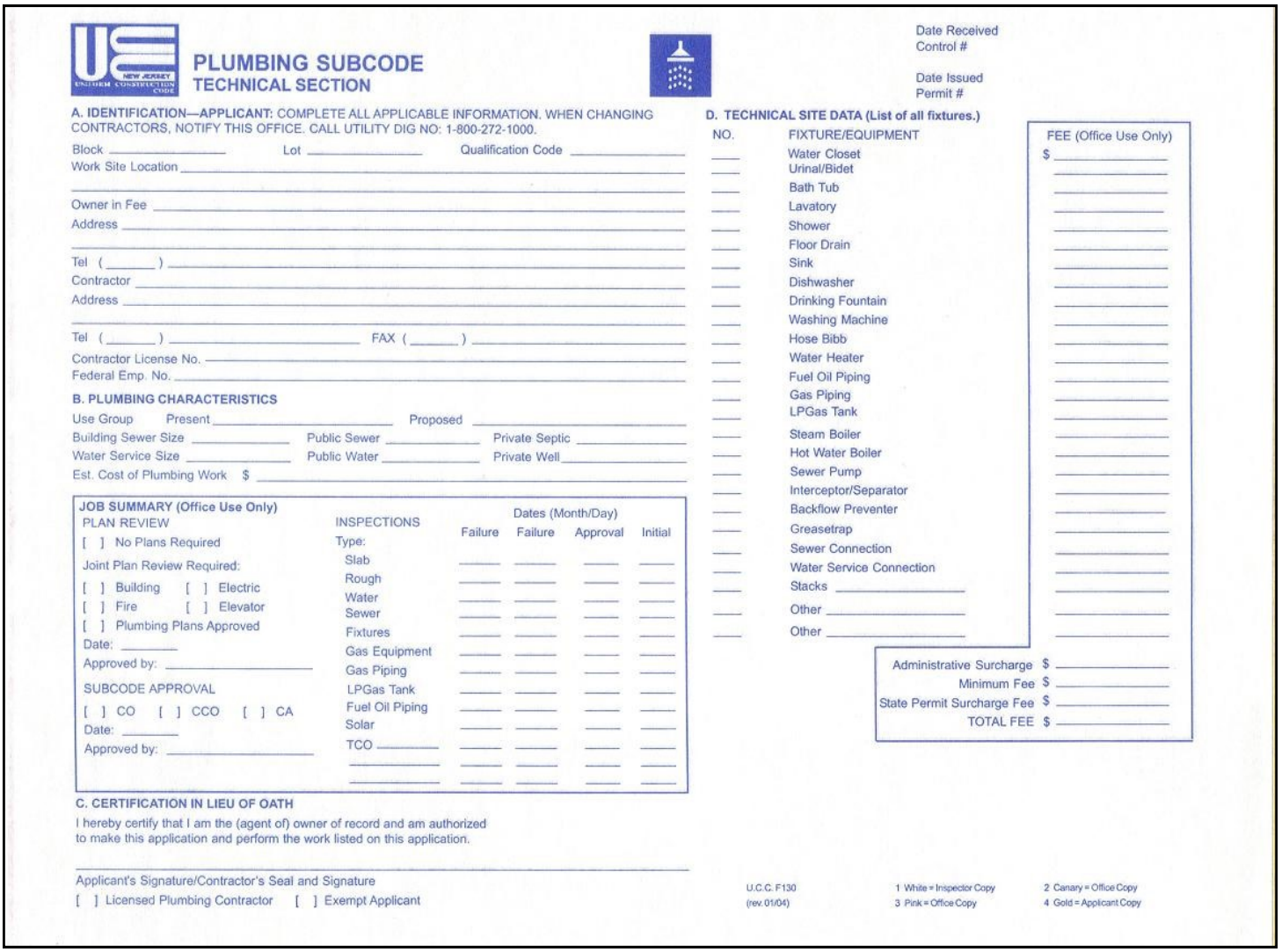
Adding plumbing will also require submission of a "riser diagram". The example below represents a simple drain diagram showing the sizes of the pipes and the materials to be used. If you are not comfortable drawing a riser diagram, your licensed plumber can draw one for you and submit it with your application.



FILLING OUT YOUR PLUMBING APPLICATION

When filling out the Plumbing Subcode Technical Section (UCC F130). there are key sections that must be completed.

1. If using a professional contractor, make sure that the contractor's license number, registration number, Federal Employment ID number, and raised professional seal are included in Section A. If not using a contractor, put "self" as the contractor
2. In Section B, include just the Estimated Cost of Plumbing work. Also, please indicate whether your water and sewer is public or private.
3. Make sure you or your contractor sign Section C.
4. In Section D, "Technical Site Data", count up all of the plumbing elements on your plan and place those numbers on the quantity table. And, in case you didn't know, a "Water Closet" is a toilet and a "Lavatory" is a bathroom sink.
5. If required, include at least two copies of your riser diagrams with your application showing the type and sizes of the plumbing pipes. If your plumbing contractor prepared the drawing, make sure their raised seal is on the drawing and on the application.



PLUMBING SUBCODE
TECHNICAL SECTION

Date Received
Control #

Date Issued
Permit #

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location _____
Owner in Fee _____
Address _____
Tel (_____) _____
Contractor _____
Address _____
Tel (_____) _____ FAX (_____) _____
Contractor License No. _____
Federal Emp. No. _____

B. PLUMBING CHARACTERISTICS

Use Group Present _____ Proposed _____
Building Sewer Size _____ Public Sewer _____ Private Septic _____
Water Service Size _____ Public Water _____ Private Well _____
Est. Cost of Plumbing Work $ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW
[ ] No Plans Required
Joint Plan Review Required:
[ ] Building [ ] Electric
[ ] Fire [ ] Elevator
[ ] Plumbing Plans Approved
Date: _____
Approved by: _____

SUBCODE APPROVAL
[ ] CO [ ] CCO [ ] CA
Date: _____
Approved by: _____

INSPECTIONS Type:	Dates (Month/Day) Failure	Failure	Approval	Initial
Slab				
Rough Water				
Rough Sewer				
Fixtures				
Gas Equipment				
Gas Piping				
LPGas Tank				
Fuel Oil Piping				
Solar				
TCO _____				
_____				
_____				

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.

_____
Applicant's Signature/Contractor's Seal and Signature
[ ] Licensed Plumbing Contractor [ ] Exempt Applicant

D. TECHNICAL SITE DATA (List of all fixtures.)

NO.	FIXTURE/EQUIPMENT	FEE (Office Use Only)
____	Water Closet	$ _____
____	Urinal/Bidet	_____
____	Bath Tub	_____
____	Lavatory	_____
____	Shower	_____
____	Floor Drain	_____
____	Sink	_____
____	Dishwasher	_____
____	Drinking Fountain	_____
____	Washing Machine	_____
____	Hose Bibb	_____
____	Water Heater	_____
____	Fuel Oil Piping	_____
____	Gas Piping	_____
____	LPGas Tank	_____
____	Steam Boiler	_____
____	Hot Water Boiler	_____
____	Sewer Pump	_____
____	Interceptor/Separator	_____
____	Backflow Preventer	_____
____	Greasetrap	_____
____	Sewer Connection	_____
____	Water Service Connection	_____
____	Stacks _____	_____
____	Other _____	_____
____	Other _____	_____
	Administrative Surcharge	$ _____
	Minimum Fee	$ _____
	State Permit Surcharge Fee	$ _____
	TOTAL FEE	$ _____

U.C.C. F130
(rev. 01/04)

1 White = Inspector Copy
2 Canary = Office Copy
3 Pink = Office Copy
4 Gold = Applicant Copy

FIRE PROTECTION

Typically, a Fire Protection permit application is not required for most finished basement projects. However, if you intend to create an additional bedroom in your basement, you will need a Fire permit for the additional smoke and carbon monoxide alarms that are required. Also, if your home has a private septic system, you will need county approval for the potential additional strain on your existing system.

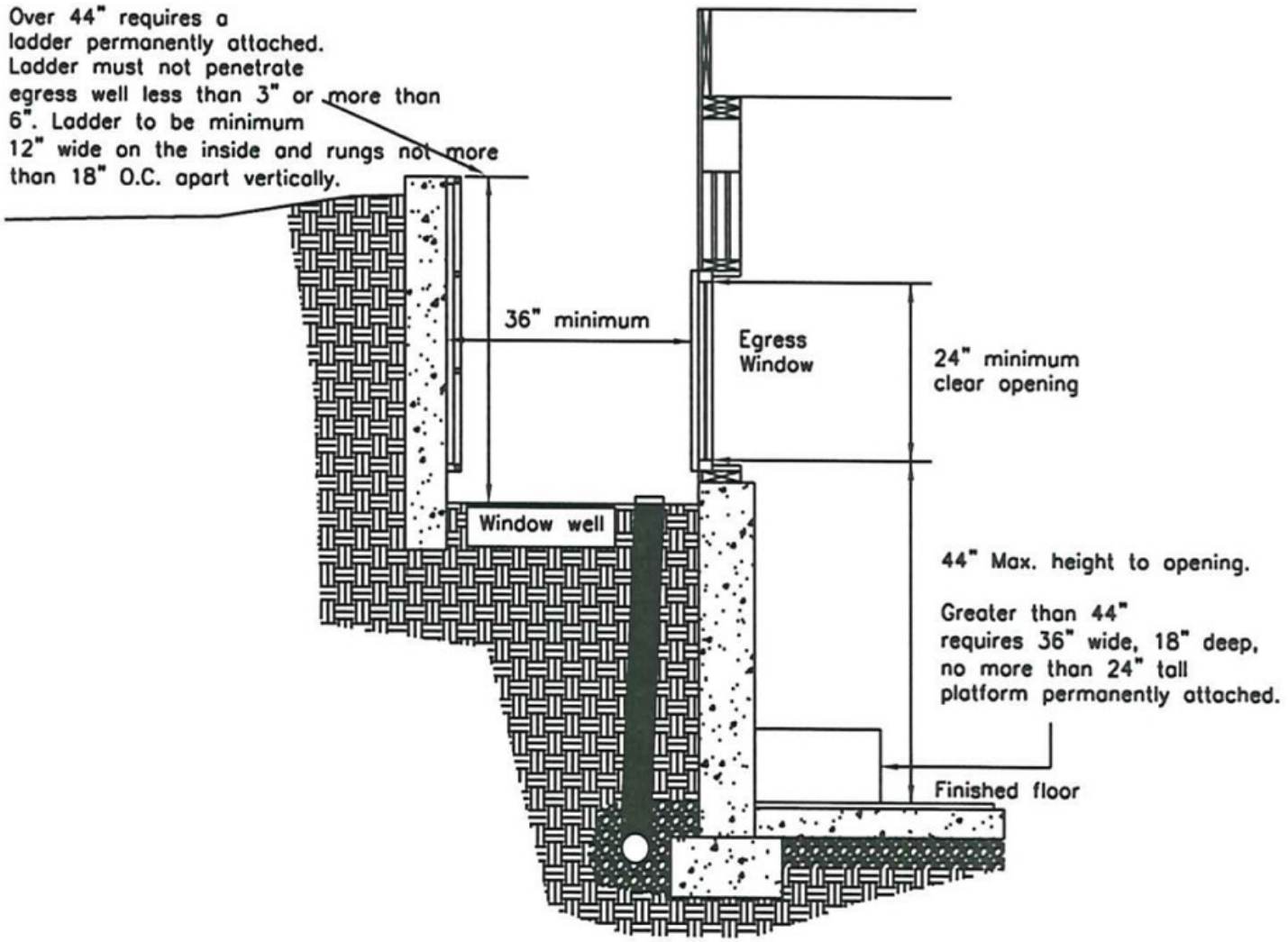
Every room in a basement being used as a bedroom must have a way to escape directly to the outdoors in the event of a fire. Most residential homes are not designed to have bedrooms in the basement, and if the only way to escape the house from the basement is using the interior basement stairs, people could become easily trapped at great risk to their lives.

The solution is to install an emergency escape window well into the foundation of the home. See the illustration below. Of course, cutting a large opening in your foundation will have structural implications so it is highly advisable to consult a NJ licensed structural engineer for a design.

SMOKE/ CARBON MONOXIDE ALARMS

Smoke alarms are required in each sleeping room, outside and in the immediate vicinity of each sleeping room (such as a hallway) and at least one unit on each level of the home including basements and habitable attics. Smoke alarms are not required in crawl spaces or unfinished attics.

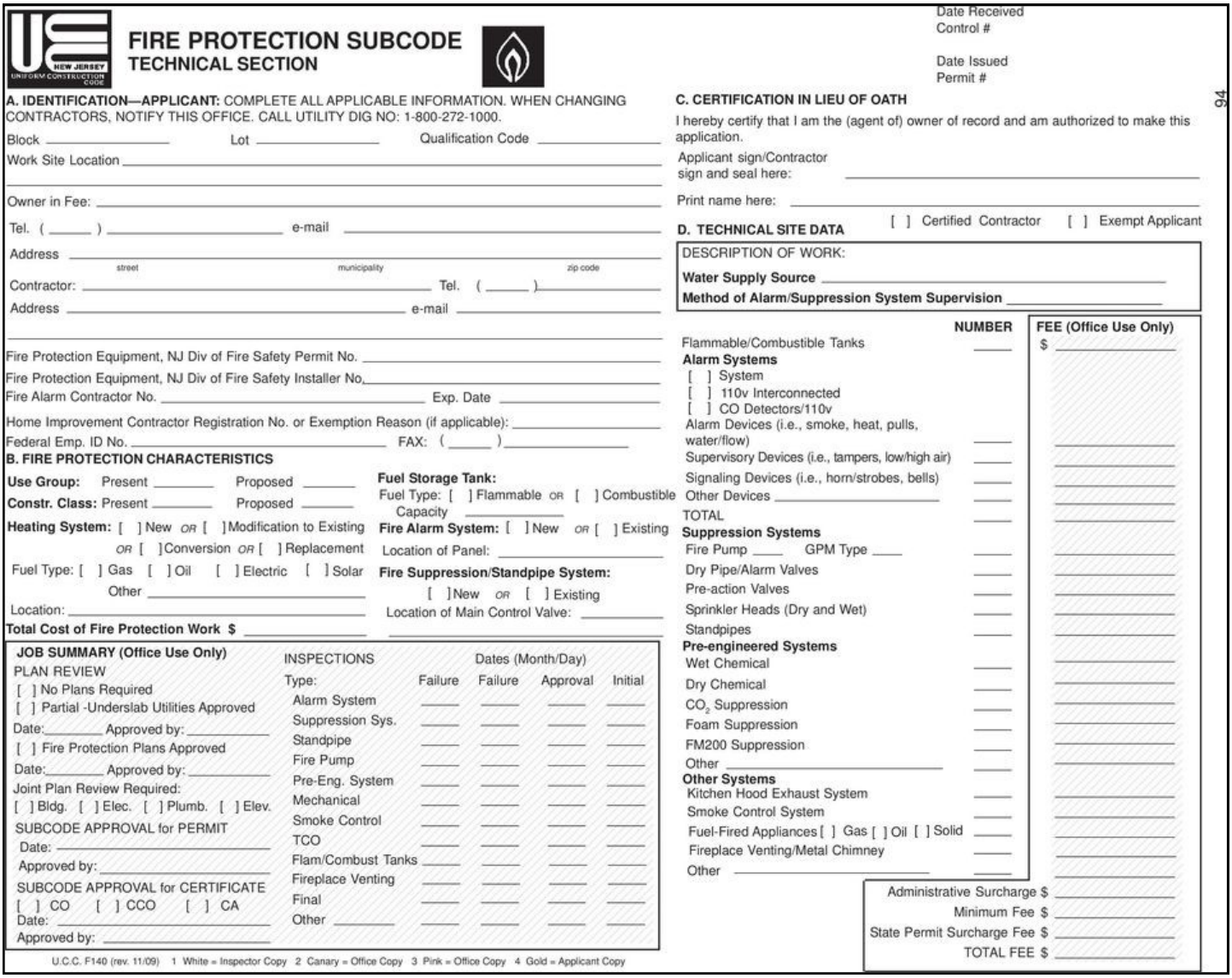
Carbon monoxide alarms are required in homes that have fuel-burning appliances and/ or an attached garage. They are to be located outside and in the immediate vicinity of each sleeping room (such as a hallway). CO alarms are not required anywhere else in the home. Combination smoke/ CO alarms may be installed in lieu of two separate units where both smoke and carbon monoxide alarms are required.



FILLING OUT YOUR FIRE PROTECTION APPLICATION

When filling out the Fire Protection Subcode Technical Section (UCC F140). there are key sections that must be completed.

1. If using a professional contractor, make sure that the contractor's license number, registration number, Federal Employment ID number, and raised professional seal are included in Section A. If not using a contractor, put "self" as the contractor. Alarm systems are typically installed by either a specialized alarm system contractor or a NJ licensed electrical contractor.
2. In Section B, include just the Estimated Cost of Fire protection portion of the work. If installing an emergency escape window well as discussed on the previous page, the cost of that work will go on the Building Technical Subcode Section.
3. Make sure you or your contractor sign Section C.
4. In the box in Section D, simply write "Finished Basement". Under "Alarm Systems", place the number of smoke and carbon monoxide alarms included in the scope of your project.
5. Don't forget to include at least two copies of your plan drawings with your application showing the locations of all alarms. If your electrical contractor prepared the drawing, they can place the smoke and CO alarms on the electrical plans.



FIRE PROTECTION SUBCODE
TECHNICAL SECTION

Date Received
Control #

Date Issued
Permit #

94

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location _____
Owner in Fee: _____
Tel. (____) _____ e-mail _____
Address _____
street municipality zip code
Contractor: _____ Tel. (____) _____
Address _____ e-mail _____
Fire Protection Equipment, NJ Div of Fire Safety Permit No. _____
Fire Protection Equipment, NJ Div of Fire Safety Installer No. _____
Fire Alarm Contractor No. _____ Exp. Date _____
Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____
Federal Emp. ID No. _____ FAX: (____) _____

B. FIRE PROTECTION CHARACTERISTICS

Use Group: Present _____ Proposed _____
Constr. Class: Present _____ Proposed _____
Heating System: [ ] New OR [ ] Modification to Existing OR [ ] Conversion OR [ ] Replacement
Fuel Type: [ ] Gas [ ] Oil [ ] Electric [ ] Solar Other _____
Location: _____
Total Cost of Fire Protection Work $ _____

Fuel Storage Tank:
Fuel Type: [ ] Flammable OR [ ] Combustible
Capacity _____
Fire Alarm System: [ ] New OR [ ] Existing
Location of Panel: _____
Fire Suppression/Standpipe System:
[ ] New OR [ ] Existing
Location of Main Control Valve: _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW
[ ] No Plans Required
[ ] Partial -Underslab Utilities Approved
Date:_____ Approved by:_____
[ ] Fire Protection Plans Approved
Date:_____ Approved by:_____
Joint Plan Review Required:
[ ] Bldg. [ ] Elec. [ ] Plumb. [ ] Elev.
SUBCODE APPROVAL for PERMIT
Date: _____
Approved by: _____
SUBCODE APPROVAL for CERTIFICATE
[ ] CO [ ] CCO [ ] CA
Date: _____
Approved by: _____

INSPECTIONS Type:	Dates (Month/Day) Failure	Failure	Approval	Initial
Alarm System				
Suppression Sys.				
Standpipe				
Fire Pump				
Pre-Eng. System				
Mechanical				
Smoke Control				
TCO				
Flam/Combust Tanks				
Fireplace Venting				
Final				
Other _____				

U.C.C. F140 (rev. 11/09) 1 White = Inspector Copy 2 Canary = Office Copy 3 Pink = Office Copy 4 Gold = Applicant Copy

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Applicant sign/Contractor sign and seal here: _____
Print name here: _____
[ ] Certified Contractor [ ] Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK:
Water Supply Source _____
Method of Alarm/Suppression System Supervision _____

	NUMBER	FEE (Office Use Only)
Flammable/Combustible Tanks		$
Alarm Systems		
[ ] System		
[ ] 110v Interconnected		
[ ] CO Detectors/110v		
Alarm Devices (i.e., smoke, heat, pulls, water/flow)		
Supervisory Devices (i.e., tampers, low/high air)		
Signaling Devices (i.e., horn/strobes, bells)		
Other Devices _____		
TOTAL		
Suppression Systems		
Fire Pump ____ GPM Type ____		
Dry Pipe/Alarm Valves		
Pre-action Valves		
Sprinkler Heads (Dry and Wet)		
Standpipes		
Pre-engineered Systems		
Wet Chemical		
Dry Chemical		
CO_2 Suppression		
Foam Suppression		
FM200 Suppression		
Other _____		
Other Systems		
Kitchen Hood Exhaust System		
Smoke Control System		
Fuel-Fired Appliances [ ] Gas [ ] Oil [ ] Solid		
Fireplace Venting/Metal Chimney		
Other _____		

Administrative Surcharge $ _____
Minimum Fee $ _____
State Permit Surcharge Fee $ _____
TOTAL FEE $ _____

PLAN REVIEW, INSPECTIONS, AND CLOSING YOUR PERMIT

UNDERSTANDING THE PROCESS

PLAN REVIEW

Once you have finished filling out all of your forms and completed all of your drawings and plans, you may now submit your application to the Construction office for review. According to the New Jersey Uniform Construction Code, (NJAC 5:23-2.16(a)) the Construction office has twenty (20) business days to review your application and, if it is found to be deficient in any way, to respond in writing specifically what needs to be corrected to bring the application into compliance. Once a written re-submittal is received bythe Construction office, a response to the re-submittal will be made within seven (7) business days.

If your application is denied, the response letter from each of the different plans examiners will likely contain questions for clarification and/ or code references that justify their denial. If your application is denied, here is what you should do:

First, try looking up the codes cited in the response on the internet. Just about all of the codes and standards that are used in the State of New Jersey are available for free searching and viewing on the internet. See the last page of this publication for the links to the various code books.

If you still are unsure as to what the plans examiner is asking for, by all means, call the Construction Office during regular business hours. We are here to help.

ISSUANCE OF YOUR PERMIT

After plan review is complete and your permit has been approved, you will be notified by the construction office. You will be informed as to how much your permit fee will be at this time. Permit fees are determined by the Fee Schedule which is adopted via an ordinance by each municipality under the guidelines set forth by the NJ Uniform Construction Code (NJAC 5:23-4.17). Permit fee schedules are available to the public through your local construction office and can be found on the township's website.

Construction permits are issued from your local Construction office during regular business hours. Work on your project should not get started until your permit has been paid for and issued.

Along with your paperwork will be a yellow placard that contains your permit number and a brief description of the project the permit is for. Please place this yellow placard in a window that faces the front of your property for the duration of your project.

PLAN REVIEW, INSPECTIONS, AND CLOSING YOUR PERMIT

UNDERSTANDING THE PROCESS

INSPECTIONS

Finally, after your permit has been approved, paid for, and picked up, construction may begin. You will need to stop at certain points so that our inspectors can make sure you are on the right track and that the minimum code requirements are being met.

When scheduling inspections, be sure to have your permit number and your work site address ready and allow at least 24 hours notice. Unfortunately, schedulers are unable to set rigid appointment times due to the nature and volume of inspections that are performed throughout the township but we do have qualified professional inspectors who are available Monday, Wednesday, and Friday from 8 am to 12 pm.

The following are the most common inspections that will be required for the average Finished Basement project and are scheduled in this order:

1. Rough Electrical, Rough Fire Protection, and/or Rough Plumbing
2. Building Framing
3. Building Insulation
4. Building/ Electrical above ceiling (if installing a suspended ceiling)
5. Building, Electrical, Fire Protection, and/or Plumbing Finals

This is not an exhaustive list of inspections and additional inspections may also need to be scheduled such as footings, foundations, concrete slabs, under-slab plumbing or electrical, etc. A complete list of inspections is available from the construction office.

CLOSING YOUR PERMIT

Once your project is completed, it is important to remember to schedule your Final inspections. You should not occupy, move furniture into, or otherwise use the Finished Basement until the Final inspections have been approved for your own safety. Also, if you are using a professional contractor, you are within your legal rights to withhold final payment to your contractor until all Final inspections have been approved.

After all Final inspections are approved, the permit will be automatically closed by the construction office and a **Certificate of Approval** is generated. If you would like a copy of the Certificate of Approval, a PDF copy can be emailed to you or you can request a hard copy at the construction office.

FINAL THOUGHTS...

ZONING

Most finished basement projects will not require approval from the Zoning Department. However, if you are adding an additional emergency escape window, access stairs, or anything else that effects the footprint of the house, then you will need a zoning application. Also, if you are adding a bedroom in the basement and you are on a private septic system, you will need Burlington County Board of Health approval to assure that your present septic system is capable of handling the number of occupants living in the home.

INTERNATIONAL RESIDENTIAL CODE 2021 (NJ EDITION)

The IRC 2021 is the adopted code for single family homes in the State of New Jersey. If you are designing your own project, it is a good idea to look up the codes as you are making your design.

A read-only version of this code book can be viewed at UCC One- & Two-Family Dwelling Subcode based on the International Residential Code 2021 (IRC 2021) (up.codes)

The plumbing code is the National Standard Plumbing Code 2021 and that can be viewed at 2021 NSPC (iapmo.org)

The electric code is the National Electric Code 2020 (NFPA 70) and that can be viewed at UCC Electrical Subcode based on the NFPA 70, 2020 (up.codes)

UNIFORM CONSTRUCTION CODE (UCC) FOR THE STATE OF NEW JERSEY

The Uniform Construction Code is the administrative code for all construction projects throughout the State. This very lengthy book contains all the rules and regulations regarding permits, governance, fees, enforcement, rehabilitation, licensing, etc. If you need to look up a specific regulation (such as a comment in a plan review) you can view this publication at NJ Department of Community Affairs .

HIRE A DESIGN PROFESSIONAL

If you don't feel comfortable designing your own finished basement or if your vision for your project is more complicated than you can handle, you can always hire a NJ licensed Architect to do it for you. The advantage of hiring a design professional is that their drawings may be submitted with your application and you don't have to draw the designs yourself. Plus, you can take advantage of a professional who has years of experience and may be able to incorporate design elements that you may not have thought of.

WELCOME TO THE 21ST CENTURY!

Applying for your permits online

It is now possible to apply for permits online through our management software, Spatial Data Logic. Signing up is simple.

First, go to sdl.town/pembertontwp

Click the “Sign Up” button.

Fill out the required information.

Search “Pemberton” as your primary town.

Then click the verification link in the confirmation email sent to the address that you provide.

That’s it! It’s that simple!

Once you’ve opened your account, you can:

Apply for permits

Schedule inspections

Search property and permit records

(Coming soon) Make payments for permit applications

SDL | MUNICIPAL MANAGEMENT SOFTWARE

SPATIAL DATA LOGIC