



General Permit Instructions

Note: Construction permit application review generally takes up to twenty (20) business days from the date the application is received at the Construction Department. However, your project may require prior approvals from Zoning, Health, Engineering, Fire Prevention, Water Department, Sewerage Authority, Historic Commission, Soil Conservation and/or other outside agencies. It is the applicant's responsibility to contact those agencies to determine requirements. If such prior approval is required, your application review may take longer. The twenty (20) business-day period begins on the date the completed construction permit application arrives at the CONSTRUCTION DEPARTMENT. Also, if during the review of your application, it is determined that additional information is required this may result in a longer review time.

SURVEY MAP – CONTACT THE ZONING OFFICER FOR INFORMATION REGARDING SURVEY REQUIREMENTS.

TWO COMPLETE SETS of construction plans/drawings are required. How detailed your plans/drawings are is determined by the extent of your project. Basically, plans/drawings must show where, how and with what material you will be constructing the "project." You must include information **AS NECESSARY**, such as footing, foundation, structural sections, exterior elevations, floor plan, typical wall section and framing details. Include size and spacing of ceiling or floor joists, wall studs, roof rafters, primary beams, doors and windows, size of framing members (rafters, stud joists, etc.), floor-to-ceiling height, electrical wiring details and diagrams, plumbing schematics and diagrams, location of smoke detectors, alarms, etc. All dimensions need to be exact. Label everything on your drawings.

If you have questions regarding what needs to be included on your plans, you may call the appropriate Sub Code Official (building, electrical, fire and/or plumbing). Please see the New Jersey Model Code Adoptions page for applicable construction codes.

Plans/drawings may be submitted by the owner of a single-family home, who has prepared his or her own plans, which are used or intended to be used exclusively on their personal residence. The homeowner must print name, street address, block and lot on each page of the plans.

PERMIT APPLICATION FORMS: Forms are Uniform Construction Code-required forms and are available in the construction Code Department Office individually or as part of a "package," i.e., "DECK."

ALL PROJECTS NEED: CONSTRUCTION PERMIT APPLICATION (include in a manila folder)

Construction Permit (5 ½" X 8" / 4-Part Form)

WORK TO BE DONE WILL DETERMINE WHICH OF THE FOLLOWING ARE ALSO NEEDED:

BUILDING, ELECTRICAL, FIRE AND/OR PLUMBING SUBCODE

TECHNICAL CARD (8 ½" X 11" / 3-Part Form)

WHEN USING A LICENSED ELECTRICIAN OR PLUMBER, BE SURE NAME, ADDRESS, TELEPHONE, LICENSE NUMBER AND RAISED SEAL ARE ON THE CORRESPONDING SUBCODE PERMIT APPLICATION BEFORE SUBMITTING.

THE CONSTRUCTION CODE DEPARTMENT OFFICE HAS PREPARED "PACKAGES" FOR SOME OF THE MORE COMMON PROJECTS. PLEASE BE SURE TO GET THE PACKAGE FROM US, AS IT WILL CONTAIN FORMS AND/OR INFORMATION EXCLUSIVE TO MONROE TOWNSHIP.

ALL COMMERCIAL/BUSINESS PROJECTS REQUIRE SUBMISSION TO THE ZONING OFFICE.

RETAIL FOOD ESTABLISHMENTS MUST ALSO APPLY TO THE HEALTH DEPARTMENT.