

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, during the review of your application, if 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 should be 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 as 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 A **CONSTRUCTION PERMIT APPLICATION**(Form F100)

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

BUILDING(Form F110), **ELECTRICAL**(Form F120), **FIRE**(Form F130),
PLUMBING(Form F140), AND/OR **MECHANICAL**(Form F145)
SUBCODE TECHNICAL CARD

WHEN USING A LICENSED ELECTRICIAN, PLUMBER OR HVAC CONTRACTOR, BE SURE NAME, ADDRESS, TELEPHONE, LICENSE NUMBER, EMAIL ADDRESS 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.

REQUIRED INSPECTIONS

Construction work must be **INSPECTED IN ACCORDANCE WITH THE STATE OF NJ UNIFORM CONSTRUCTION CODE REGULATIONS, 5:23-2.18**. This office will do all the requested inspections that are required to ensure all work is code compliant as per the UCC.

- ALL WORK THAT PERMITS ARE TAKEN OUT FOR REQUIRE INSPECTIONS.
- IF YOU ARE UNSURE OF WHAT INSPECTIONS ARE NEEDED PLEASE CONTACT OUR OFFICE.
- The PROPERTY OWNER AND/OR THE PERSON IN CHARGE OF THE WORK BEING DONE MUST NOTIFY THE CONSTRUCTION OFFICE **WHEN WORK IS READY** FOR ANY REQUIRED INSPECTION.
- INSPECTIONS THAT REQUIRE MORE THAN THE FINAL INSPECTION MUST BE REQUESTED IN WRITING. PLEASE EMAIL US AT INSPECTIONS@MONROETWP.COM TO SCHEDULE THEM BEFORE 2:30PM.
- FOR ALL OTHER INSPECTIONS PLEASE CONTACT THE CONSTRUCTION DEPARTMENT BETWEEN THE HOURS OF 8:00 AM AND 2:30 PM TO SCHEDULE INSPECTIONS. CALL: 732-656-4585

Required inspections include, but are not limited to:

- HVAC Systems: A/C, Furnace, Air Handlers, Heat pumps, Water heaters, etc.
- Decks, Landscape Lighting
- All new building, fire, electric, plumbing, mechanical work that is not considered ordinary maintenance

A PERMIT IS NOT REQUIRED FOR THE FOLLOWING:

- ROOFING
- SIDING (EXCEPT IF USING POLYPROPYLENE MATERIAL)
- INSULATION (EXCEPT FOR SPRAY FOAM)
- PLUMBING FIXTURES- DIRECT REPLACEMENT
- BURGLAR OR SECURITY SYSTEMS
- PLUG-IN LANDSCAPE IRRIGATION SYSTEM (UNDER 30 VOLTS)
- SHEDS (WITHOUT UTILITY CONNECTIONS MEASURING 200 SQUARE FEET OR LESS AND 10FEET OR LESS IN HEIGHT)

Sub code officials will need to evaluate any other changes on a permit-by-permit basis. The Division of Codes and Standards (a subset of the State's Department of Community Affairs) is currently developing further guidelines for these changes.

To request applications, check the status of a permit application (after 20 business days), schedule an inspection or for general information, contact **the Monroe Township Department between the normal operating hours of Monday through Friday, 8:00 am to 4:00 pm, by calling 732-656-4585 or in person at 76 Gravel Hill Spotswood Road**

****In accordance with the New Jersey State Law 13:45A-16.2, all finals inspections for building, electric, plumbing, fire protection and elevators must be completed before final payment is made to the contractor.**