

## HOW DO I SCHEDULE AN INSPECTION?

Requests for inspections must be made at least 24 hours prior to the time the inspection is desired. The owner or other responsible person in charge of work must notify this office when work is ready for an inspection. Inspections will be performed within three business days of the request. The work must not proceed until the inspection has been made and an approval given.

Requests for inspections can be made by calling (908) 704-6965 between the hours of 9 a.m. and 4:30 p.m., Monday through Friday. A request cannot be left on the voice mail system. It is required that you speak directly to someone. A message can be left with a call back number and someone will return your call so the inspection can be scheduled.

### BUILDING & ZONING OFFICIALS

#### Construction Official

Frank Vuoso (908) 725-2300 x 1962

#### Building Subcode

John Tamburini (908) 725-2300 x 1960

#### Plumbing Subcode

Basil Kulick (908) 725-2300 x 1960

#### Electrical Subcode & Building Inspector

David Myers (908) 725-2300 x 1963

#### Fire Subcode

David Myers (908) 725-2300 x 1963

#### Zoning Official

Frank Vuoso (908) 725-2300 x 1962

## DEPARTMENT OF COMMUNITY DEVELOPMENT

The Department of Community Development is comprised of the following offices:

- Building Department
  - Construction Official
  - Building Subcode Official
  - Plumbing Subcode Official
  - Electrical Subcode Official
  - Fire Subcode Official
- Code Enforcement
  - Property Maintenance
  - Housing Inspections
- Zoning Official
- Planning Board and Zoning Board of Adjustment



[www.somervillenj.org](http://www.somervillenj.org)  
Borough of Somerville  
Department of Community Development  
Frank Vuoso, Director  
25 West End Avenue  
Somerville, New Jersey 08876  
Phone (908) 725-2300 ext 1962  
Fax (908) 704-3540

Decks



*Department  
Of  
Community Development*

## PERMIT PROCESS FOR DECKS

The entire zoning ordinance can be viewed via the Dept of Community Development link located on the Borough's website.

[www.somervillenj.org](http://www.somervillenj.org)

## PERMIT REQUIREMENTS

The following requirements (§102-120C) apply for decks:

- A zoning permit is required for any size deck along with a building permit.
- Decks are not permitted in the front yard.
- The area of the deck when added to the existing improvement coverage on the property must not exceed the maximum in the zone. In the R-1 zone the maximum is 35% of the lot area and the R-2 and R-3 the maximum is generally 40% of the lot area.
- Setbacks
  - If the deck is elevated less than 1 foot
- The floor area can not exceed 20% of the gross floor area of the dwelling or 600 square feet whichever is greater.
- A 3 foot setback is required if the structure is 1) less than 100 square feet, 2) does not exceed 12 feet in length or width and 3) the height is less than 9 feet.
- A 5 foot setback is required for anything under 500 square which does not satisfy all of the requirements for a 3 foot setback.
- For structures that exceed 500 square feet in area the rear yard setback is 15 feet and the side yard setback is 10 feet in the R-1 Zone. Generally in the R-2 and R-3 zones the rear setback is 12-1/2 feet and the side yard setback is 8 feet.
- No more than two detached accessory buildings is permitted on a 1 or 2 family dwelling lot.

- A building permit is required if the area of the structure exceeds 100 square feet.

## HOW DO I APPLY FOR A PERMIT?

An application for a permit is available from the Department located on the second floor of Borough Hall., between the hours of 8 a.m. and 4:30 p.m., Monday through Friday. Along with the application, the applicant must submit a plot plan or survey of the property for any proposed work that will occupy land. Examples of when a plot plan or survey is required include sheds, fences, pools, additions, etc. In addition, two sets of construction plans also must be submitted for review. If the applicant is also the owner of the property, the plans can be prepared by the applicant. Any work requiring a permit in a structure other than an owner occupied single family dwelling must have the plans prepared by a New Jersey licensed Architect or Engineer.

## THE PERMIT PROCESS

Step 1: The applicant submits the required application forms and documentation. If a zoning permit is required an application fee of \$25.00 is due at time of submission.

Step 2: The Borough Zoning Officer completes the zoning review. If approved, the application is forwarded to the subcode officials for review (step 3). If denied, the applicant will be notified of the reason for denial and any corrective measures that can be taken.

Step 3: The Borough's building, electric; plumbing and fire subcode officials will review

the plans and documents for compliance with the Uniform Construction Code. Additional information may be requested at this point.

Step 4: The applicant will be notified of the fee for the permit. The applicant can then pay the fee and pickup the permit and placard. Permits may be picked up between the hours of 9 a.m. and 4:00 p.m.

Step 5: The applicant then places the permit placard at a location visible from the street, and commences work, and requests necessary inspections.

New Jersey State law mandates that a fine of up to \$2000.00 be issued to any person performing work without the necessary permits.

**THIS BROCHURE IS INTENDED TO BE USED AS A GUIDE. OTHER REQUIREMENTS MAY BE NECESSARY BASED UPON INDIVIDUAL CIRCUMSTANCES.**