

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

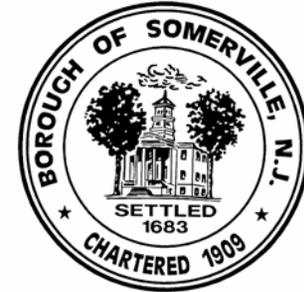


www.somervillenj.org

Borough of Somerville
Department of Community Development

Frank Vuoso, Director
25 West End Avenue
Somerville, New Jersey 08876
Phone (908) 725-2300 ext 1965
Fax (908) 704-3540

Permitting



*Department
Of
Community Development*

CONSTRUCTION & ZONING PERMIT PROCESS

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

www.somervillenj.org

WHAT IS A PERMIT?

A construction permit is written government permission that empowers the holder to perform the work described.

WHEN IS A PERMIT REQUIRED?

A permit is generally required when constructing, enlarging, repairing, renovating, altering, reconstructing or demolishing a structure or any portion thereof, including projects which change an existing structure or add to the structure/property. Construction and/or zoning permits are required for the following:

- Decks, pools, patios, driveways
- Additions to houses or other buildings
- Demolition of buildings
- Sheds, garages, fences
- Installation/replacement of siding or roofing
- Changes in the plumbing/electrical/mechanical systems
- Repair or replacement of any structural members, i.e., increasing the size of a door, window or removal of walls
- Installation and /or removal of fuel oil tank

The following are examples of ordinary repairs which do not require a permit:

- Replacing gutters/leaders
- Exterior painting or trim work
- Ordinary maintenance as defined in N.J.A.C. 5:23.

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.

WHAT INSPECTIONS ARE REQUIRED?

If the work is minor in nature such as roofing or siding, the applicant is required to contact this office to give notice when the work is complete. A certificate of approval can not be issued without requesting a final inspection.

Other types of work such as new buildings and additions are subject to at least the following inspections:

- The bottom of footing trenches, prior to placement of concrete.
- Foundations and all walls up to grade level prior to backfilling.
- Roof and wall sheathing prior to any finishes being installed or applied.
- All structural framing and connections prior to finishing or covering, underground plumbing services prior to backfill, rough plumbing, water services, sewer, septic services, storm drains, electrical rough wiring, panels, and service installations.
- Insulation prior to installing wallboard or other finishing material.
- Final inspection for each applicable subcode.