



Borough of Northvale – Building Department

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BUILDING PERMIT & ZONING APPROVAL **GUIDE BOOK**

When and Why do I need a Building Permit or Zoning Approval?

Building permits provide the means for Code Official to protect us by reducing the potential hazards of unsafe construction and therefore ensuring the public health, safety, and welfare.

Building permits are required for, but not limited to, the following:

- Additions
- Add-a-levels
- All interior construction & renovations
- Boiler (new or replacement)
- Central Air Conditioning (new and replacement)
- Decks/Patios
- Demolition (house, pool, or structures)
- Electrical service upgrades, panel replacements
- Enclose porch
- Fences (new and replacements)
- Finished basements
- Fireplace/ stove installation (wood or gas fired)
- Furnace (new or replacement)
- Garage construction or demolition
- Gas service connection
- Hot Tub/ Jacuzzi
- Law sprinkler system (backflow preventer)
- New construction (house, garage, etc.)
- Oil or gas replacements or conversions
- Oil tank removal, abandonment, or installation
- Pools- in-ground or above ground
- Remodeling – kitchens, bathrooms
- Retaining walls (new or replacement)
- Roofing – 2nd layer or tear-off and re-roof
- Sheds (new or replacement)
- Siding
- Stove installation (wood or gas)
- Water Heater (new or replacement)
- Water service connection
- Whirlpools/Spas

Zoning Approval is the first step required for certain types of construction. It is required for permits for, but not limited to:

- New construction
 - Additions
 - Add-a-levels
 - Decks
 - All fences (new or replacements)
 - Patios
 - Retaining walls
 - Sheds (new or replacement)
 - Pools (in-ground or above ground)
 - Whirlpools, spas, and hot tubs
- In order to obtain zoning approval, you must pick up an application in the Building Department.

The form must be completed and a copy of your survey/plot plan with the proposed construction drawn and highlighted on the survey.

Be sure the survey is up to date including any additions/ deletions made since the date of the survey.

Make sure YOUR name and address appears clearly on the survey. You will be notified of your approval (by phone) or denial (by mail).

If you have any questions, you can call the Zoning Officer at (201) 767-8069.

Engineering Approval is required for certain types of construction, i.e. new house; in-ground pool, retaining wall, etc.

An escrow fee must be posted with the Building Department along with sealed architectural or engineering plans/ drawings for the work being preformed.

The application for your building permit must include:

- a. Application Folder- completed and signed, both on the inside and the outside.
- b. Subcode Technical Sections (all that apply):
 1. Building – include costs, broken down between addition and alteration if applicable, all calculations requested- square footage, cubic volume, etc.
 2. Electrical – (sealed, unless work is being preformed by the homeowner) owner occupied only
 3. Plumbing – (sealed, unless work is being preformed by the homeowner) owner occupied only
 4. Fire – required for smoke detectors, boilers, furnaces, Water heaters, etc.

All Technical Sections Must Be Completed and Signed.

- c. 3 sets of drawings/plans must accompany the application for review. If drawn by a NJ licensed architect, 2 of the 3 sets must be sealed. If drawn by the homeowner, drawings must be co signed.

Plans Cannot Be Drawn By The Contractor, Per NJ State Law.

The majority of building permits are processed with little delay. If plan modifications are needed, the deficiencies are based on a careful review of the proposed work to insure safe and sound construction.

Permits that have been approved are to be picked up in the Building Department during office hours, Monday through Friday, 8:30-4:30 PM.

The permit placard must be displayed in the front window and an approved set of plans must be kept on the job site.

No work is to begin before 7:00 AM or to continue after sunset.

- **CALL 1-800-272-1000 before you dig.**
They will mark out underground utility lines.
Provide the Building Department with the dig number assigned to your project.

Required inspections may include:

- Footings (prior to pouring concrete)
- Foundation/ backfill
- Interior slab
- Rough inspections (plumbing, electric)
- Framing
- Insulation
- Final inspections for each applicable subcode area (electric, fire, plumbing and then building)
- Engineering, if applicable

Check with the Construction Official to determine which inspections are required for your project.

Once all final inspections have been preformed and approved, you must fill out an application for your Certificate of Occupancy.

An application for Certificate of Occupancy can be obtained from the Building Department. The certificate can be mailed to you or picked up when it is ready.

If you have any questions, feel free to contact the Building Department, Monday through Friday, 8:30-4:30 PM.

Whenever A Construction Permit Is Issued, It Is Now The Law That Smoke Detectors And Carbon Monoxide Detector(s) Must Be Installed In The Dwelling Unit.

- **Battery operated detectors satisfy this requirement.**
(Hard-wired, battery back-up, interconnected detectors are still required in connection with permits for additions and new construction.)
- **They must be installed one on every level, including the basement.**
- The installation of these devices does not require an inspection by the Building Department. It is the responsibility of the homeowner to insure that this is done.
- Please call the Building Department with any questions regarding this requirement.

For the Resale, Change of Ownership, or Rental of Any Property, New Jersey State Law Requires a Smoke Detector/Carbon Monoxide & Fire Extinguisher Compliance Inspection. (Northvale requires hard-wired, interconnected, battery-back-up smoke detectors for house resale.)

Also, a Certificate of Zoning And Smoke Detector/Carbon Monoxide & Fire Extinguisher Compliance is Required On the Resale of Leasing of a Residence in the Borough of Northvale. This Should Be Done Approximately 30 Days Prior To Closing.

Please stop in the Building Department to schedule an inspection.

A \$100 fee is required.