



Borough of Northvale – Building Department

116 Paris Avenue, Northvale, NJ 07647
Phone 201-767-8069 · Fax 201-767-0372
boroughofnorthvale.com/buildingdepartment

APPLICATION FOR CONSTRUCTION PERMIT CHECKLIST

To help the process of your permit the following is a guideline to be used to avoid delays in the review, approval and processing.

ZONING

- Recent surveys will be required for additions, decks, new structures, fences etc. You are responsible to ensure that you install accessory on your property.
- Provide all limiting schedule information on plan such as provide and required. Sealed calculations may be will required.
- Height elevation points are required six points vertical distance from grade to the top of the highest roof beam of a flat roof or the mean level of the highest gable or slope of a hip roof.

SOIL MOVEMENT

PERMITS

- All information must be completed** on the construction folder (signed) for all Technical Subcodes (Building, Fire, Electric & Plumbing) this includes **a full description of work**, fixtures and electrical count, mechanicals, smoke detectors etc. Provide cost of job or for Addition of New Structure largest floor area, total new floor area and Volume of new area. **FAILURE TO COMPLETE ALL INFORMATION WILL STOP THE PROCESS.**
- All non-owner houses being built shall show Home Warranty Number # prior to issuing permit.
- All contractor shall provide NJ Contractor's license # on permit.
- Provide adequate plans, details and information for review. **The more information the better** and less chance of denial.
- For new structures and additions proper square footage, volumes and cost are required. Other permits require cost alterations, renovations, and work to be completed.
- For all additions and new structures, Energy Calculations are required to be submitted with plans (www.energycodes.gov)

INSPECTIONS

- Before a Foundation Inspection** on a New House is called for N.J.A.C. 5:23-2.18(b)(1)(ii)(1) a location survey showing all building corners of the foundations shall be submitted to the Building Department for review. This shall be prepared by a licensed NJ land Surveyor. **NO INSPECTION CAN BE DONE WITHOUT IT.**
- Before a Framing Inspection** on an addition or new structure N.J.A.C 5:23-2.18(e) the "responsible person" for the work be done must have the "Framing Checklist" completed and signed before inspection. The framing checklist was given to you at application. **NO INSPECTION CAN BE DONE WITHOUT IT.**
- Plumbing and Electrical rough inspections to be approved before calling for framing inspections (don't forget Framing checklist to be completed before inspection)
- When calling for Inspections permit number will be required.