# Township of Hillsborough

COUNTY OF SOMERSET
THE PETER J. BIONDI BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
(908) 369-4313
www.hillsboroughnj.gov
BUILDING DEPARTMENT

## PERMIT APPLICATION CHECKLIST

Block_____ Lot_____ Owner_____

Site Address_____

Project Name_____

This project requires each item marked below. Missing documents can result in delays in plan review and the completion of your project. All required information must be in ink.

_____ Two complete sets of scaled plans, signed and sealed by a NJ licensed Architect or signed and dated by the property owner. Signature must be on all pages.

_____ Two complete sets of scaled plans, signed and sealed by a NJ licensed Engineer on all pages.

_____ Two signed and sealed letters from a Design Professional, indicating that drawings prepared by others that were not submitted with the initial application, have been reviewed and found to be in conformance with the regulations for the design of the structure.

_____ Two sets of applicable manufacturer's specification sheets (NOT the entire book).

_____ Energy Calculations, two copies, signed and sealed by Design Professional as applicable.

_____ Copy of NJ license or certification.

_____ Fire Protection System shop drawings, two complete sets.

_____ Other_____

_____ Construction Permit Application folder, with front sections I, II, III, IV, VI and VII completed as applicable, and inside jacket, sections I and/or II completed and signed.

The following Subcode Technical Section with A, B, C and D completed, including cost, Description of Work and contractor's email address. Signature is required. Need 1 original and 2 copies of each Technical Card. If Applicable–Each Sheet needs to be Sealed.

_____Building ^ _____Fire _____Electrical * _____Plumbing* _____Mechanical
^ Itemize New Building and Rehabilitation in estimated cost
* Must have pressure seal from contractors when work is done by other than the single-family homeowner on an owner-occupied dwelling.

This project requires prior approvals from the following:

_____Zoning _____Engineering _____Board of Health _____Municipal Utilities Authority

_____Fire Safety _____Somerset County Soil Conservation _____NJ State Agency (DCA, DEP, DHSS)

**Please visit the Building Dept tab on the website for tutorials and permit tracking information.**
Prepared by:_____ Received back from Applicant by:_____