Township of Hillsborough

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

Tenant Fit Out
—This can be both a Tenant Fit Out and Change of Use—11/6/25

Prior Approvals–All Prior Approvals must be submitted to the Bldg Dept. before a permit is issued.

Plans require **two** Signed and Sealed plans from a licensed architect. Tenants and owners **cannot** do the plans. If this is a Change of Use, it needs to be indicated on the plans as well as the Hazard Index.

Depending on the Scope of Work, the following needs to be submitted:

- ☐ Construction Application Folder
- ☐ Building Subcode Technical Section
- ☐ Fire Subcode Technical Section
- ☐ Electrical Subcode Technical Section
- ☐ Plumbing Subcode Technical Section **(Mechanical is not used for Commercial projects)**
  - ☐ Work Description must be completed on each Tech Card–be detailed yet brief
  - ☐ Contact Information with emails and phone numbers and legible
  - ☐ Quantity of Appliances/Fixtures on technical cards (not a checkmark)
  - ☐ #6–Responsible Person in Charge completed on front of jacket

- ☐ 2 signed and sealed plans (raised seal)
  - ☐ Plans should include a cover page containing all applicable Codes, existing and proposed Use Group, Building Classification (Class I, II or III), Construction Classification, Occupancy Load, Live Load and any other pertinent information
  - ☐ Plans must include an Egress Plan
  - ☐ Any Change of Use application requires Hazard Index (see above)
  - ☐ Barrier Free disproportionate cost analysis is required under the work category Alterations and reconstruction

- ☐ 2 copies of specs
- ☐ Letter from the landlord allowing you to do the work
- ☐ Prior Tenant Form

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NOTES

- See the Building Department Webpage on the Hillsborough Township Website Go to hillsboroughnj.gov for additional forms, handouts and information or click on this link Building Department Webpage (When there, Scroll to the right to find Tutorials, How Many Tech/Paperwork Do I need, Commercial Forms and more.)
- You can Track your Permit from submission through completion of your project through the SDL Portal. Sign up for a free account on the Bldg Webpage.
- You will get an alert by email when your permit application is ready for pickup. The email should contain the cost of the permit and the hours it can be picked up. If that information is not in the email, then it is not ready.
- The email addresses included on the permit application will get the alerts.
- Plans need to contain a raised seal not a digital seal.