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 3/12/26

COMMERCIAL ROOFTOP UNITS (RTU) PERMIT REQUIREMENTS

Replacement of Existing Equipment (Renovation as per NJAC 5:23-6.5)

Required Forms:

1. **Permit jacket–Include emails on jacket and all forms**
2. **Building Technical Form–(Building Tech Not Needed for Minor Work). But if the scope of work enters into the realm of alteration, addition, new building or reconstruction, a Building Tech is required. Building reviews and inspects the attachment of the appliance to the structure and the associated duct work.**
3. **Plumbing Technical Form–Plumbing reviews and inspects the gas line and condensate line.**
4. **Electrical Technical Form–Electric reviews and inspects over current protection and connection to existing power.**
5. **Fire Technical Form–Fire reviews and inspects the appliance and the installation per the manufacturer's specifications. (Fire Tech should contain the cost of the equipment being installed). Fire also looks at duct detectors when required.**

Each Subcode Technical Section should reflect this work in the "Description of Work" sections and the estimated cost for each (labor and materials) should be shown in the corresponding Technicals.

Documents: (2 copies of each, signed with raised seal)

1) Engineer's letter containing the following information: Current code data (2021 IBC NJ Edition) wind speed as per ASCE 7-16 and exposure category.
2) Design for wind resistance (attachment) details, RTU attachment details, both to specify size, type, diameter, length, spacing and number of fasteners/straps and weight of existing and new equipment.
   Per NJAC 5:23-6.5 which includes NJAC 5:23-6.8(e)1 (IMC 301.15)
3) Equipment specifications (highlight voltage) (Does not need raised seal).

New Installations

Required Forms: Same as above

Documents: (2 copies of each, signed with raised seal)

1) Certification of roof structure for weight bearing capacity
2) Equipment specifications (highlight voltage) (does not need seal)
3) Gas riser diagram

DATE:

JOB ADDRESS	BLOCK	LOT

To Whom It May Concern:

This letter is to certify that we have reviewed the connection of the new 12.5 ton rooftop unit (*specify unit including model #*) to the existing roof curb at the above referenced location. The new unit is a direct replacement of an existing 12.5 ton rooftop unit.

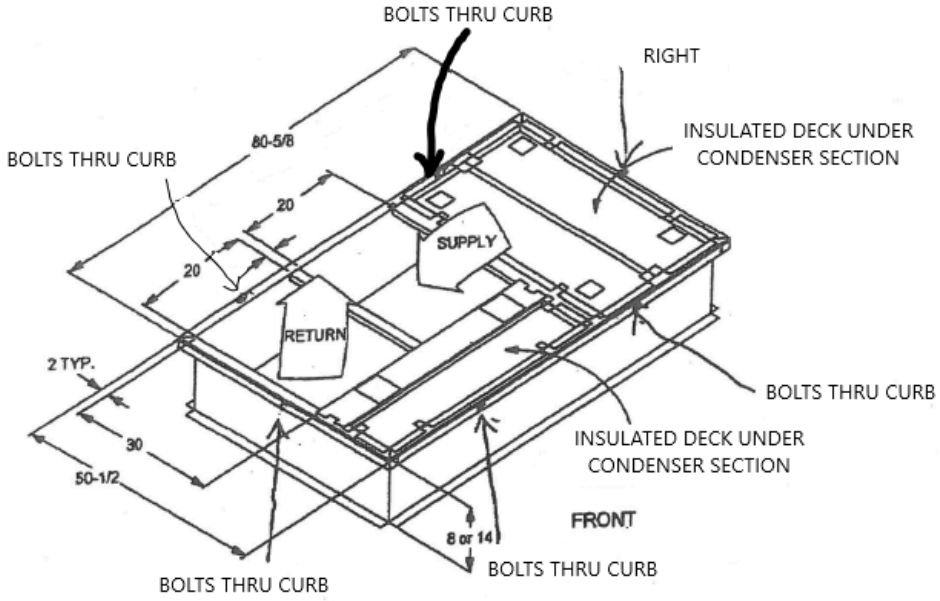
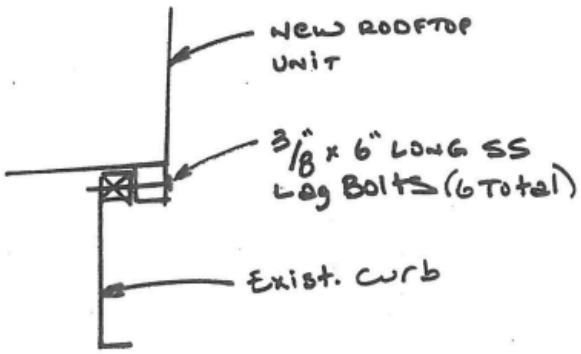
The calculations were performed in accordance with the 2021 International Building Code New Jersey Edition and the ASCE 7-16 Standard as required by the New Jersey Uniform Construction Code Rehabilitation Sub-code (N.J.A.C. 5:23-6.5 Renovation). Our analysis was based on the following design criteria:

✓ Ultimate Design Wind Speed (as determined by the ASCE standard)
✓ Risk Category
✓ Exposure Category? **(either B or C)**

Based on our structural analysis, we certify that the six ⅜" diameter x 6 inches long lag screws as shown on the attached sketch are adequate to support the maximum wind lateral and uplift design loads acting on the rooftop unit.

Should you have any questions or need other information, please do not hesitate to contact us at your convenience. We appreciate this opportunity to be of service.

Sincerely,
(Engineer's Signature & Raised Seal)

SAMPLE LETTER

SAMPLE DRAWING