



# TOWNSHIP OF HILLSBOROUGH

## COUNTY OF SOMERSET

Hillsborough Township Municipal Complex  
The Peter J. Biondi Building



379 South Branch Road  
Hillsborough, NJ 08844  
P: (908) 369-4313 F: (908) 369-3954  
Building Department

John Fiedler – Construction Official Ext. 7211

## Hillsborough Township Building Department Guideline for Business Permits revised 6/11/24

**To ensure that your project goes smoothly, please consider how the following may affect your project's timeline and anticipated completion date:**

- **Incomplete applications** will cause delays for everyone. Please ensure that all required documents indicated on the Construction Permit Application checklist (green sheet) are provided when you submit your application, and ask one of the Technical Assistants to check it before it is submitted. After it is entered into our database, your Construction Permit Application will be given a control number for you to reference until it is issued. Once issued, a permit number will be assigned and the control number should no longer be referenced as it will be invalid at that time.
- **New Jersey Uniform Construction Code regulations allow the required plan review** of Construction Permit Applications to be conducted within twenty business days, seven business days for Construction Permit Updates and seven business days for re-submittals to a permit denial. This does not include weekends, Holidays or Township emergencies.
- **Any required preliminary Prior Approvals** must be provided in writing before your Construction Permit can be issued.
- **Partial releases** to a Construction Permit Application can be granted but you must file the Application that way. If you choose this option, indicate this request in section III (Plan Review) on the front of the Construction Permit Application folder, and only provide the Subcode and Technical Section(s) and corresponding drawings for which the Partial Release is sought. A listing of drawings and other portions of your project which will be filed as a Permit Update should also be provided.

**(OVER)>>>>>>>>**

- **If after plan review your application has been denied**, a “Permit Denial,” is mailed to the listed Owner and Agent. Please ensure that your application contains accurate contact information (including e-mails) for both. Please also include the e-mail/fax number of your Design Professional of Record so that the Permit Denial can be sent to them as well, for corrections to the plans. **Re-submittals to a Permit Denial** should reference the control number provided and should always be two copies of all documents. All stated deficiencies on the Permit Denial must be addressed. Re-submittals do not require a Subcode Technical Section(s) to be filed again.
- **The “Builders Copy” of the plans** that are released with your Construction permit must be on site for the Inspectors to use until Final inspections are passed. Any deviations from the released plans may require you to file revised plans and/or Permit Updates. If this happens, you must complete the corresponding Subcode Technical Sections(s) and submit two complete sets of the required revised plans to the Building Department for review.
- **When scheduling required inspections**, please ensure that the work is ready and has been checked by the contractors or Project Superintendent. As of May 20, 2024, inspections need to be requested by written notification. Inspection requests may be submitted through the SDL Portal or on the Hillsborough Township Building Webpage. When on the Building webpage, click on “Construction Permit Inspection Request” form, complete it and email it back to the dedicated email. You will receive a confirmation either way you schedule inspections. All required inspections indicated on the inspection checklist (provided with your Construction Permit and released plans) must be scheduled. Frame inspections can only be scheduled after you have passed Rough Plumbing, Electrical and Fire inspections. It is the same sequence for Above Ceiling inspections (Building is last.) Final inspections can be conducted in any sequence.
- **After all Final inspections have passed** you must file an application for the Certificate of Occupancy or Temporary Certificate of Occupancy in the Building Department. The Certificate takes a minimum of three and a maximum of ten business days to be issued. Any required final Prior Approvals must be submitted in writing before the Certificate can be issued. You must have the Certificate in order to occupy the space and/or open your business.

**IF YOU HAVE ANY CODE RELATED TECHNICAL QUESTIONS REGARDING YOUR PROJECT, PLEASE CALL (908) 369-4313 EXTENSION #7204 and ask to speak with the appropriate Subcode Official.**

**For Forms and Additional Information click on the link below:**

**[Hillsborough Township Building Department](https://www.hillsborough-nj.org)**

**<https://www.hillsborough-nj.org>**