



# Township of Hillsborough

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

[www.hillsborough-nj.org](http://www.hillsborough-nj.org)

BUILDING DEPARTMENT

## COMMERCIAL ROOFTOP UNITS (RTU) PERMIT REQUIREMENTS

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

#### Required Forms:

- 1) Permit jacket
- 2) Building technical form
- 3) Plumbing technical form
- 4) Electrical technical form
- 5) Fire technical form

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

- 1) Engineers 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

### Note

- ⇒ Include email on all forms
- ⇒ Tutorials and additional information is available on the website

PLEASE SEE REVERSE SIDE FOR A SAMPLE LETTER



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DATE:

JOB ADDRESS	BLOCK	LOT
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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  $\frac{3}{8}$ " 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

