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

Building Department
John Fiedler – Construction Official Ext. 7211

F: (908) 369-3954

PERMIT PROCESS from Start to Finish (rev 5/12/26)

Main Phone Number (908) 369-4313

Introductions

John Fiedler, Construction Official x7211
Mark Jandoli, Building Subcode Official x7198
Dominick Mazzagatti, Assistant Building Subcode Official x7172
Scott Williamson, Electrical Subcode Official x7168
Ed Allatt, Fire Subcode Official x7169
Frank Lukacs, Plumbing Subcode Official x7176
Donna Daugherty, Technical Assistant/Commercial Application Specialist x7204

Handouts Available:--Some handouts may not be applicable to all projects

- **State of NJ Non-Residential Developmental Fee Certification/Exemption Form**
- **Building Department Guidelines Handout**
- **Designer's Information for Newly constructed Buildings & Structures**
- **Business Card Handout**
- **Construction Trailer Permit Requirements**
- **Commercial Sign Handout**
- **Commercial Storage Racks**
- **Commercial (RTU) Rooftop Units**
- **DCA Current Codes and Regulations–Designer's Information**
- **Designer's Information for Newly Constructed Buildings & Structures**
- **Demolition and Waste Removal–Demolishing a Structure**

If you need any of the above handouts, please refer to the Building Department Webpage and click on Commercial Forms or ask the Building Department for the applicable handouts.

Prior Approvals

All prior approvals must be obtained before the permit is released.

❑ **Planning Board Approved Plans (if applicable) x7181.**

➔ **After you receive Planning Board Approval, you will then need to apply with Zoning**

- **Planning and Zoning are two separate approvals**

❑ **Zoning permit approval is Required for all Applications x7180**

❑ **Engineering x7151**

- ❑ **Pre-Construction Meeting with the Engineering Department–(need signed approved site plans). Pre-Construction Meeting with Engineering takes place before a Building Department Construction Meeting can take place (if you feel it necessary to meet with the Building Department).**
- ❑ **If you feel the need to schedule a meeting with the Building Department, complete the "Meeting Request/Other Request for the Building Department form" found on the Commercial Forms Building Webpage.**

❑ **Need Approval from the Planning Board, Engineering and Zoning (listed above) before the permit can be submitted to the Building Department.**

❑ **Fire Safety (908)271-5140–48 East Mountain Road–Hrs 8am to 4pm**

❑ **Health (if applicable) x7192**

- ❑ **Food Establishment**
- ❑ **Septic/Well**
- ❑ **Public swimming pools**
- ❑ **Child Care Center**
- ❑ **Kennels (animal shelter)--go to Board of Health First**
- ❑ **Tanning Facility**
- ❑ **Body Arts Facility**

❑ **MUA (Municipal Utility Authority)--(908) 371-9660--302 Towne Centre Drive--Hrs 9am to 4pm**

- ❑ **Sewer Connection Permit**

❑ **Somerset County Soils--(908) 526-2701--308 Milltown Rd, Bridgewater--Hrs 7:30am to 5pm**

❑ **Non-Residential Developmental Fee form--Obtain from the Building Department.**

- ❑ **Complete Non-Residential form and submit it to the Building Department.**
  1. **You will be contacted with the amount that is owed.**
  2. **Payment can be made by check (made payable to Hillsborough Township) and submitted to the Building Department.**
  3. **50% of the total fee needs to be paid before the permit is issued and the balance needs to be paid before the CO is issued.**

☐ **Demolition and Waste Removal Form–Required with the Demolition Permit Application only.**

Project Meeting with the Building Department —-- (Optional)

- ❏ **If you feel the need to schedule a meeting with the Building Department, complete the "Meeting Request/Other Request for the Building Department Form" found on the Commercial Forms Building Webpage and email it to dddaugherty@hillsboroughnj.gov**
- ❏ **Be sure to invite the property owner, architect, engineer, project manager, tenant or whoever you think would benefit from this meeting.**

How Many copies should be included with your permit application?

- **If submitting Subcode Technical Sections printed from the computer, then 1 original and 2 copies are required. For Electric, Plumbing and (Building and Fire--if applicable) each sheet needs an original signature and Licensed contractor's raised seal! Staple or clip the 3 sheets of Building together, the three sheets of Electrical together etc. Do not separate technical sheets.**
- **All Plans, as builts, shop drawings, riser diagrams, architect/engineer letters, spec., etc. need to be submitted in duplicate.**
    - **When submitting any paperwork, please submit the paperwork in 2 sets.--One set would be considered Township Copy and the other set Builder's Copy. Put all the technical cards on top of the Township Set. Each set should be identical.**

Letter from the Landlord (Property Owner)--A letter from the property owner needs to be included in the permit application giving the contractor, project manager, agent or tenant authorization to submit permits right through to obtaining the CO.

Permit Submission-- What are you applying for:

- ☐ **Demolition–Intent to demo a structure. Separate permit application recommended for demo work. A Demolition and Waste Removal Form must accompany the Demo Permit Application.**

- ❏ **Footing/Foundation--Partial Release**
    - ❏ **Indicate request on the Construction Folder in Section III**
    - ❏ **Only provide Building and Fire and corresponding drawings**

      Note: FIRE looks at the size of the building, what is the building made of, type, size, is heighten area in area allowance.
    - ❏ **For Class 1 Building, follow the instructions for special inspections.**

- ❏ **Footing/Foundation with Underground plumbing and/or electric--Partial Release**
    - ❏ **Indicate request on the Construction Folder in Section III**
    - ❏ **Only provide Building, Fire, Plumbing, Electric (if applicable) and corresponding drawings**
    - ❏ **For Class 1 Building, follow the instructions for special inspections.**

- ❏ **Full Release**

- **Always call/email Donna to schedule an appointment to drop off any paperwork. This includes from the submission of the permit application right through to the issuance of the Certificate of Occupancy.**
  - ❑ **Please know what you are dropping off. Is it a revision, update or resubmittal?**
  - ❑ **The paperwork must reference the Permit# or Control#.**
  - ❑ **Appointment times can be available between 9:00am to 3pm.**

➔ **Transmittals should always be included with any paperwork that is submitted.**

PLEASE NOTE:

- **It is the responsibility of the applicant (not the departments) to submit all prior approvals and final approvals to the Building Department.**
- **If submitting Subcode Technical Sections printed from the computer, then one original and three copies are required. Each sheet needs to contain the raised seal!**
- **Submit Completed Subcode Technical Sections which should include:**
  - **Work Description on each Subcode Technical Section--be detailed yet brief.**
  - **Quantity of Appliances/fixtures.**
  - **Contact information with emails and phone numbers--which needs to be legible.**

IMPORTANT:

- **Plans that are required to be submitted but not included at the time of the application shall be listed by the design professional as part of the application.**
- **All documents prepared by people other than the design professional shall be reviewed by the design professional and a letter submitted (from the design professional) indicating that they have been reviewed and found to be in conformance with the regulations for the design of the building. One example of this would be the Fire/Sprinkler shop Drawings.**

FIRE ALARMS/SPRINKLERS–Signed & Raised Sealed by an Engineer or by an Architect–Usually a Fire Protection Engineer

- **FIRE ALARM SHOP DRAWINGS–IBC CHAPTER 9 (Section 907.1.2)**
- **FIRE SPRINKLER SHOP DRAWINGS–NFPA 13 (Chapter 27 27.1.3)**

HOODS

- **Hood drawings should include the location of the exhaust discharge and make up air intake.**

Plan Review

- **In most cases, if a denial is issued, plan review will continue with the other disciplines.**

Denials

- **Denials are mailed out to the owner and contractor per the UCC and followed up with an email or phone call.**
- **All contact information needs to be legible--especially email addresses.**

Resubmittals

- **When responding to a denial, address all issues of that denial before submission.**
- **The Control# must be included on the paperwork being resubmitted.**
- **All resubmittals must be submitted in duplicate--no exceptions.**
- **All engineered and architect plans need to be signed, contain a RAISED SEAL and submitted in duplicate.**
- **Design Professional should Cloud Area of Change.**
- **Always provide a transmittal when responding to any denials.**

Permit Issuance

- **An email will be sent to the general contractor/owner (or designated person) when the Permit Application is ready for pickup; consequently, make sure all emails are legible and accurate. The cost of the permit will be included in that email, and if it is not, then your Permit Application is NOT Ready.**
- **Permits can be picked up from 8am to 3:00pm Monday through Friday.**
- **Look over your permit for any notes written by the Subcodes--especially on the technical cards.**
- **A Required Inspection Checklist will be included with your permit.**
- **When the permit is issued to you, it will be stamped "BUILDER'S COPY". That paperwork is required to be on site for all inspections. If the paperwork is not on site or is not stamped BUILDER'S COPY, then the inspection cannot be performed.**

What happens if plans are lost? – This only delays your project

- **We don't make copies. You will be required to get another copy signed and sealed from your architect/engineer and submit the plan with all 4 technical cards completed. In the work description on each technical, you would write Lost Builder's Copy. Each subcode Official will need to match up the submitted plan to the Township Plan in the office. There will be a plan review fee.**

Updates/Revisions

- **When submitting an update or revision, the appropriate technical subcode section must accompany all paperwork.**
- **The permit# must be entered at the top of the technical section.**
- **All updates and revisions must be submitted in duplicate.**
- **All engineered and architect plans need to be signed, contain a RAISED SEAL and submitted in duplicate.**
- **Cloud area of change.**
- **Provide a transmittal when submitting any updates/revisions.**

Inspection Scheduling

- **Inspections are required to be requested through written notification as follows:**

- **Request Inspections through the SDL Portal (which is the most efficient way of scheduling inspections) OR on the Hillsborough Township Building Webpage–click on the link "Construction Permit Inspection Request Form" which is found in the box that says Track your Permit. Complete the form and email it back to the dedicated email address. You will receive notification when your inspection has been scheduled. The State of New Jersey has mandated that we cannot accept inspection requests over the phone.**

Special Inspections

- **Must provide--a letter from the Inspection Agency name with names and license numbers of actual inspectors and their credentials.**
- **List all Special Inspections per 2021 IBC Chapter 17or the current code/chapter.**
- **Statement of Special Inspections provided by the Architect of Record is required with the application and must list which inspections are periodic or continuous.**
- **If the 3rd Party inspector is on the site, credentials must be provided if requested.**
- **Clear and define understanding that Special Inspectors do not negate the need for municipal inspections.**

CO/TCO--Final Approvals from Departments that gave Prior Approvals--Need to be submitted to our office before a TCO/CO can be issued. Please note that another department may issue you a TCO which will determine how long your TCO is valid. If all departments give you a final approval but the Building Department is issuing a TCO, then the TCO is valid for up to 90 days. There is no fee charged for the first issuance of a TCO. The fee for the second TCO extension is $30.

- ❑ **Zoning (just do a check in with Zoning)**
- ❑ **Engineering (required inspection confirms site plan matches the actual site)**
- ❑ **Fire Safety**
  - ❑ **Looking at fire lines, knox box, number verification of the building.**
- ❑ **Health (if a prior approval was needed then a final approval is needed)**
- ❑ **MUA (Municipal Utility Authority)**
  - ❑ **Sewer Use Permit**
- ❑ **Somerset County Soils**
- ❑ **Non-Residential Developmental Fee--paid in full at the Building Department**
- ❑ **Elevator (if applicable)**

NOTE: Schedule a TCO inspection for Building, Fire, Electric and Plumbing. Each time a TCO is requested to be renewed, the Building, Fire, Electric and Plumbing inspectors will need to re-inspect prior to renewing the TCO. Renewing a TCO is determined by the Subcodes.

Certificate of Occupancy (CO) or Temporary Certificate of Occupancy (TCO)

- **Before a CO/TCO can be issued, an Application for Certificate needs to be completed after all final inspections or TCO inspections have been approved**
- **Call Donna x7204 to request the Application for Certificate**
- **If you are requesting a TCO, state the reason why you are requesting a TCO on the Certificate of Application**

******Class 1 & 2 Bldgs of B & E Use Groups MUST provide Air Balance Report prior to CO/TCO.******
******For new Structures a disinfecting Lab Report/Results is required prior to CO/TCO********

TCO/CO Issuance

- **We have a minimum of 3 days to maximum of 10 days to issue the TCO or CO.**

Field Work

- **All site work should be submitted as a separate permit--this would include parking lot lighting, retaining walls, sewer lines, water lines, storm water piping, roof leader drains, fire line, hydrant locations.**

Construction/Sales Trailer(s)

- ❑ **All Construction Trailers should be submitted as a separate permit from site work, etc.**
- ❑ **Each Construction trailer requires a separate permit--(eg. 2 trailers means 2 separate permits).**
- ❑ **What are you applying for?**
    - ❑ **Construction Trailer is a temporary office for only the workers/or for storage.**
    - ❑ **SalesTrailer--public will have access--Is there a conference room? Will there be meetings held? Will the architect/engineer have access?**

Other

Some things to consider as you commence with your project:

- ❑ **Who is running your project?**
- ❑ **Who is the main contact person?**
- ❑ **One of the email addresses on the permit application should be the person responsible for getting the alerts whether it is for plan review denials or permit pickup. Specify who that person is–Responsible Person?**
- ❑ **Who will be submitting permits, updates, revisions? This person should know what is being submitted when they come to the counter–Is it a resubmittal to a denial? Is it an update to a Permit? Is it a revision to a Permit? If so, who is the resubmittal, update, revision for–Building, Fire, Plumbing or Electrical or all Subcodes? This information is needed so the appropriate Subcode Official is notified. Be sure to have either the Control# or Permit# on all resubmittals, updates, revisions.**

- ❏ **At any time during the project, you fill out a Subcode Technical Section at the Bldg Counter, be sure you have all the information to complete the Owner in Fee and Contractor Sections, Control# or Permit#, etc. You should know this information since you are involved in this project.**

TIP: Have the information in your phone

- ❏ **You can TRACK YOUR PERMIT through the SDL portal**
- ❏ **USE the SDL PORTAL to track the status of your permit from PLAN REVIEW, DENIALS, INSPECTIONS, FAILURES through the CLOSE OF YOUR PERMIT.**

The Building Department has provided the convenience of being able to check the status of your permit through the SDL PORTAL at any time of the day which alleviates calling the Building Department to check on the status. You can see everything in the SDL Portal that we see on our end. What a great tool to use!

SDL PORTAL SIGN UP– It's a Free Account

- **Go to www.hillsboroughnj.gov**
- **Click on Building Dept. and in the middle of the screen you will see Track your Permit.**
- **Click on Sign up or Sign in and it will bring up the SDL portal.**
- **When registering, be sure to use the e-mail that is on the application.**
- **Once registered, you will be able to see all information regarding the permit.**
- **You will be able to schedule inspections through the SDL portal.**

If you have any concerns, reach out to us--Contact Donna (908) 369-4313 x7204. We want you to succeed! You are responsible for your project.

For more information and forms click the link below:
Hillsborough Township Building Department
Commercial Forms

Thank you,
The Building Department

Please be sure to contact the Economic & Business Development office to join HBA or for other Business Support Services–(908) 369-4313 x7114