

PERMIT APPLICATION FLOW CHART

Planning and Zoning Department

STEP 1

DEVELOPMENT (ZONING) PERMIT

Submit Development Permit Application (DPA) for the following undertaking:

- New Dwelling
- New Construction
- Accessory Structures
- Interior Renovations
- Occupancy of Any Structure
- Exterior Renovations
- Sign/awning
- Change of use
- Subdivision
- Change in grade to property
- PODs – temporary storage
- Cranes

Zoning Officer
Review/Determination (10 Days)

Development Permit Application
Approved Proceed to Building Department (*Step 3*) and/or Fire Marshal (*Step 4*)

STEP 2

Development Permit Application
Denial Submit for:

Engineering Review

Certificate of Appropriateness:
Historic Preservation Commission
(HPC)

Planning Board (PB) or Zoning Board
of Adjustment (ZBA) Review

IF the Borough Engineer, HPC and/or the Land Use Boards **approve** proposed undertaking, the Development Permit Application (*contingent upon any conditions*) will be approved. Proceed to Building Department and/or Fire Marshal.

Building Department

STEP 3

BUILDING PERMIT

Permits are generally required for any building, structural, electric, HVAC, and plumbing projects. Such as:

- New Building or Structures
- Structural Alterations
- Interior Modification
- Change in Building Use
- Signs and Sign Structures
- Retaining Walls

Construction begins when the Construction Permit is issued.

During Construction: Applicants are responsible for scheduling code official inspections

Construction Completed: Final Inspection is performed and a Certificate of Occupancy is issued.

Code Enforcement/ Fire Marshal

STEP 4

COMMERCIAL PROPERTY (Fire Marshal)

New Businesses or Sale of an Existing Business - Apply for a **Certificate of Inspection (C of I)**

RESIDENTIAL PROPERTY (Code Enforcement)

Sale of **ALL** Residential Properties and Rentals – Apply of a **Continuing Certificate of Occupancy (CCO)**

Landlord Registration – ALL new and existing rental property, change of landlord/tenants

Inspections are required before the issuing of a C of I, CCO and Landlord Registration.

- Go through these decision points to determine which department will affect your project.
- Obtain all permit applications once you have a survey, plot plans and/or building plans.
- The accuracy of your information determines the timeframe for your application to be approved.

NOTE: Prior to Proceeding to Fire Marshal's Office, ensure all building permits are closed.