

Procedures for a Deck Permit

(Please be sure to have all applications and plans complete in order to expedite your permit application.)

Step 1: Please read all applications, affidavits, and informational packets carefully.

Step 2: Fill out **Zoning Application** completely and sign as indicated. You must provide with your Zoning application a **survey** depicting an accurate accounting of what is located presently on your property and where they are situated. [Please draw proposed location of new deck, showing distances from all property lines and structures]. Zoning permit must be approved and paid before applying for Construction Permits.

Step 3: After Zoning Permit is approved & paid for, please fill out all shaded areas of the **Construction Jacket** completely and accurately, check off all appropriate items on inside of cover and then sign and date as indicated.

Step 4: You must provide a copy of the approved **Zoning permit & survey** with the Construction jacket.

Step 5: Please fill out **Building Application** completely and accurately (including size and costs) and sign as indicated. [If you are having a contractor construct the deck, make sure they follow **step 1** as well as **step 5**. Please be reminded that you must use retail value when indicating estimated costs (retail is defined as what it would cost you to have a contractor construct your deck. You would use this amount whether a contractor, a family member or even yourself is to construct the deck). If you are using a contractor please provide a copy of your contract].

Step 6: If you are creating a new entrance, please fill out **Electric Application** completely and accurately (including costs) and sign as indicated. (If you are having a contractor perform the electrical installation, make sure that they are a **New Jersey Licensed Electrician** and that they sign and seal your application properly as well as follow **steps 1 and 6**).

Step 6: Please provide **(2) sets of plans drawn, signed and sealed by a New Jersey Registered Architect or drawn and signed by yourself (as owner and resident)**, showing how your new deck is to be constructed on your property. These plans are to be complete and accurate, describing the footing through the guardrails and stairs, as well as including all information requested on example sheet provided in construction packet. If you are creating a new entrance please show design of opening (header, etc.) with your plans, as well as new switch(es) and fixture locations.

Step 8: If a contractor is doing the work, a copy of their **NJ State Home Improvement Contractor License** must be included in the application.

Please note: These instructions are informational only. There may be additional information required or requested based on the individual application.

*If you have any questions or concerns, please contact the **Construction Office** and **keep all informational packets for your records**.

***Please sign and date to indicate that you have read and understood these procedures.**

***Construction Clerk** please check that all procedures have been followed, then date and initial _____ and **give copy back to applicant**. When issuing this permit, please make sure **Applicant** receives all **paperwork** associated with permits as well as any **site sets** of plans and/or **inspectors' notes**.