

# **Applying for a Construction Permit**

## **A Helpful Guide**

**Things to do before you apply for a construction permit. Please submit all prior approvals with your construction permit application.**

**This checklist represents the general requirements for the submission of a new construction permit application.**

**This list is not intended to be an all inclusive list, as each application is unique and may require additional documentation, on the other hand, some items on this list may not apply to your application. This checklist is intended to be a guide.**

- ❖ **Zoning Permit – Berlin Township**
- ❖ **Pinelands Approval – Certificate of Filing**
- ❖ **Planning Board Approval – Resolution**
- ❖ **Wet lands Approval, or Proof of No Wetlands Approval (Not necessary if in Pinelands)**
- ❖ **Street Opening Permit – State, County, Township**
- ❖ **Well and Septic Approval from Camden County Dept of Health**
- ❖ **Sewer Connection Certificate from Berlin Township**
- ❖ **Sewer Connection Certificate from CCMUA**
- ❖ **Water Connection Certificate from Borough of Berlin**
- ❖ **Lot Grading Plan approved from Township Engineer (not required for commercial properties)**
- ❖ **Camden County Soils Provide permit/exemption 856-767-6299**
- ❖ **Rescheck ([www.energycodes.gov/rescheck](http://www.energycodes.gov/rescheck))**
- ❖ **Comcheck([www.energycodes.gov/comcheck](http://www.energycodes.gov/comcheck))**

**In a continuing effort to work together with the other township offices and new home builders, the construction department, in accordance with N.J.A.C 5:23-2.15 will require a lot plan as a prior approval. The Lot Plan shall show to scale the size and location of all new construction and all existing structures on site, distance from lot lines and the established street grades and it shall be drawn in accordance with an accurate boundary line survey showing all approved grades, easements and buffers. This lot plan shall be approved by the Township Engineer.**

**Sincerely,**

**Michael Depalma  
Construction Code Official**

# TOWNSHIP OF BERLIN

## PLANS TO INCLUDE WITH YOUR APPLICATION WHEN APPLYING FOR A CONSTRUCTION PERMIT.

- TWO (2) SETS OF SEALED PLANS PREPARED BY AN ARCHITECT OR ENGINEER LICENSED IN NEW JERSEY. A RESIDENT HOMEOWNER CAN DRAW PLANS WITHOUT A SEAL.
- **BUILDING PLAN SHALL INCLUDE:**
  - SEALED TRUSS LAYOUTS AND PROFILE SHEETS.
  - PRE-ENGINEERED FLOOR JOIST LAYOUT SHOWING ALL POINTLOAD AND CONNECTION DETAILS.
  - EXTERIOR FOUNDATION DRAIN OR ENGINEERED SOIL CERTIFICATION.
  - ENERGY CALCULATIONS FOR INSULATION OR ENERGY STAR PROGRAM.
  - MECHANICAL LAYOUT FOR HEATING AND AIR CONDITIONING.
  - WHEN REBAR IS USED IN A FOUNDATION, SHOW #4 COOPER WIRE ATTACHMENT BEING USED FOR GROUNDING ELECTRODE.
  - LIST STRAPS OR BOLTS WITH MANUFACTURER AND SIZE.
  - LIST AFTER MARKET ADD-ON (MANUFACTURER, SIZE AND ADHESIVE). CORROSION REPORT IF ON NEW PRESSURE TREATED WOOD.
  - HURRICANE CLIP FOR UPLIFT.
  - LIST ALL JOIST HANGERS AND NAILS FOR SPECIFIC LOADS.
  - NOTE ALL LOAD PATHS AND COLUMN ATTACHMENTS.
  - NOTE FLOOR TO FLOOR CONNECTION (WALL OVERLAP OR MECHANICAL CONNECTORS)
- **ELECTRICAL PLAN** SHALL INCLUDE A TOP VIEW OF THE FLOOR PLAN SHOWING THE LOCATION FOR LIGHTS, RECEPTACLES, AND SWITCHES. CONDUCTOR SIZES AND CIRCUIT BREAKER SIZES MUST BE NOTED ON THE PLAN.
- **PLUMBING PLAN** SHALL INCLUDE THE LOCATION OF PLUMBING FIXTURES SHOWN ON THE FLOOR PLAN; PIPING SCHEMATIC SHOWING SANITARY DRAINS AND VENTS; WATER SUPPLY WITH HOT AND COLD PIPING TO FIXTURES; GAS PIPE SCHEMATIC SHOWING ALL PROPOSED APPLIANCES; PIPE SIZES AND DIAMETRICS.
- **FIRE PLAN** SHALL INCLUDE SMOKE DETECTORS NOTED ON THE ELECTRICAL PLAN: 1 EACH BEDROOM, 1 IN HALLWAY WITHIN 10 FEET OF BEDROOMS, 1 ON EACH FLOOR LEVEL. ALSO INCLUDE 1 CARBON MONOXIDE DETECTOR IN HALLWAY WITHIN 10 FEET OF BEDROOM.
- **PROTOTYPE PLAN** SHALL HAVE A FLOOR PLAN OF THE SPECIFIC MODEL SHOWING OPTIONS. MIRROR PLANS WILL NOT BE ACCEPTED.

**NOTICE TO ALL**  
**GENERAL CONTRACTORS AND BUILDERS**  
**BASED ON UCC 5:23-2.18(B)1.ii(1)**  
**EFFECTIVE JULY 1, 2003**

FOR NEW CONSTRUCTION, A FOUNDATION LOCATION SURVEY SHOWING ALL BUILDING CORNERS OF THE FOUNDATION AND TOP OF BLOCK ELEVATION SHALL BE SUBMITTED TO THE CONSTRUCTION OFFICIAL AS SOON AS POSSIBLE AFTER THE INSTALLATION OF THE FOUNDATION WALL. BEFORE A SILL PLATE INSPECTION IS CONDUCTED. A LAND SURVEYOR, LICENSED IN THE STATE OF NEW JERSEY, SHALL PREPARE THE SURVEY. THE PROPOSED FOUNDATION LOCATION AS SHOWN ON THE ORIGINAL PLOT PLAN SHALL ALSO BE SHOWN ON THE FOUNDATION LOCATION SURVEY.

- THE FOUNDATION LOCATION SURVEY SHALL BE APPROVED BY THE ZONING OFFICIAL.

*A NEW HOME PERMIT IS READY FOR A  
CERTIFICATE OF OCCUPANCY WHEN THE FILE IS COMPLETE !!!!*

**BLOCK** \_\_\_\_\_ **LOT** \_\_\_\_\_ **INITIALS** \_\_\_\_\_

- **BUILDING TECH – SUB CODE  
OFFICIAL APPROVAL**
- **ELECTRICAL TECH – SUB CODE  
OFFICIAL APPROVAL**
- **PLUMBING TECH – SUB CODE  
OFFICIAL APPROVAL**
- **FIRE TECH – SUB CODE OFFICIAL  
APPROVAL**
- **HOME WARRANTY**
- **ZONING OFFICER CERTIFICATE OF  
COMPLIANCE**
- **FOUNDATION LOCATION SURVEY &  
ENGINEER COMPLIANCE**
- **SEALED FINAL SURVEY**
- **ENGINEER FINAL COMPLIANCE**
- **CAMDEN COUNTY SOILS FINAL  
APPROVAL**
- **SEALED COMPACTION LETTER**
- **CONCRETE SLIPS**
- **INSULATION CERTIFICATE**
- **CAMDEN COUNTY WELL  
APPROVAL**
- **CAMDEN COUNTY SEPTIC  
APPROVAL**
- **WATER METER RECEIPT FROM  
BERLIN BOROUGH**
- **FRAMING CHECKLIST**

**BERLIN TOWNSHIP, CAMDEN COUNTY**

**APPLICATION FOR LOT GRADING/FOUNDATION LOCATION/  
AS-BUILT PLAN REVIEW AND INSPECTION**

Application is hereby made to the Township of Berlin, Camden County, for approval of a proposed lot grading plan/foundation location plan/as-built plan review (circle One) for the following property in accordance with the Ordinances of the Township of Berlin, Chapter 43.

**Date:** \_\_\_\_\_

**Lot:** \_\_\_\_\_

**Block:** \_\_\_\_\_

**Development**

**Name:** \_\_\_\_\_ **Section:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

Fees:	
Application Fee \$50.00 _____	
Lot Grading Plan Review \$250.00 _____	Revised Grading Plan \$100.00 _____
Foundation Location Plan Review \$100.00 _____	Revised Foundation Location Plan Review \$100.00 _____
As-Built Plan Review \$250.00 _____	Revised As-Built Plan Review \$100.00 _____
Reinspection Fee for all Plans \$100.00 _____	
Includes Final Inspection Please Submit Separate Checks Make Payable to Berlin Township	

**Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Name of Professional Preparing Plan:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Submit application, along with payment and five(5) sets of signed and sealed plans directly to: Township of Berlin,  
Construction Office  
135 Route 73 South  
West, Berlin, NJ 08091**

**Please direct all inquiries and questions to Charles Riebel, Jr Township Engineer 856-767-5052.**