

## **INSTRUCTIONS FOR APPLYING FOR A PERMIT ONLINE**

**This is an application for a construction permit. All submissions need to be reviewed and approved by a Town Official. You will be contacted by the Township when your permit has been approved and is ready for pick up or if there are any questions about your application.**

*N.J.A.C. 5:23-2.15(a)4 The estimated cost of the work for which a permit is sought, including but not limited to building construction, on-site construction, and all integral equipment, built-in furnishings and finishes. Where any material or labor proposed for installation in the building or structure is furnished or provided at no cost, its normal or usual cost shall be included in the estimated cost.*

Instructions:

The Certification In Lieu of Oath is to be completed by the Owner, Agent or Contractor. This form is required to be completed by the homeowner if they draw plans or perform any of the work.

A copy of the contractor's State Contractors License/Registration is required to be uploaded if work is performed by anyone other than the homeowner living in the home.

*As of October 5, 2020, a person with a Home Improvement Contractors Registration is no longer able to apply for a permit to install HVACR equipment and systems and no longer able to install gas piping systems, whether natural gas or LP. A homeowner is still exempt from the above regulations, except for the refrigerate for the air conditioning and condensing unit, the refrigerate must be installed by a State Licensed HVACR contractor.*

**An email address is required for the property owner and contractor. All certificates can be downloaded via our portal at the completion of the project.**

**Any forms/plans that are required to be signed sealed must be submitted in person.**