

CHECKLIST FOR PERMIT APPLICATIONS FOR
ADDITIONS—ALTERATIONS—DECKS—REPAIRS—POOLS—SMALL JOBS

Was a variance, Planning Board Approval, or Tenancy approval needed to file for this permit? YES _____ NO _____

(If YES, a copy of the final resolution or tenancy approval must be included in this permit package)

Tenants: All tenants must supply a letter from the owner of the property that the owner agrees to the alteration as shown in the plans and agrees the tenant can occupy their building and perform all work as applied for.

No application can be submitted without this checklist being completed.

- _____ A 2 copies of plans (if General Contractor is listed, plans must be sealed by a New Jersey Architect).
- _____ B 2 copies of a current survey (not necessary for interior alterations and repairs)
***Accurate representation of ALL structures on the property**
- _____ C 2 copies of specs on pumps/heaters for pool
- _____ D 2 copies of specs on above ground pool
- _____ E Prior approval from Water, Health (septic & well) and/or Engineering if Required (ex. pools, additions, retaining walls)
- _____ F Copy of contract between contractor and tenant (includes total price of job) Copy of lease agreement from mall.
- _____ G Construction subcodes as needed for particular job:
 - _____ 1] Building Subcode
 - _____ 2] Electric Subcode
 - _____ 3] Plumbing Subcode
 - _____ 4] Fire Subcode
 - _____ 5] Certificate of Occupancy/Approval form
 - _____ 6] Construction Code Jacket filled out and signed
- _____ H Resolution/tenancy approval/approval from Greenpond or Lake End
- _____ I NJ Energy Code Compliance Sheet (www.energycodes.gov)
- _____ J Copy of Contractor's Registration Card.
- _____ K Owner to contact JCP&L 1-800-662-3115 for expansion/development of property.
- _____ L Zoning Permit required for all horizontal or vertical expansions
\$50 fee to be paid at time of submission for zoning review.

Name _____ Telephone No. _____

