



Lafayette Township

33 Morris Farm Road, Lafayette, NJ 07848

(973) 383-1817 (973) 3838-0566 fax www.lafayettetwp.org

Procedures to Obtain a Building Permit – Checklist

1) Zoning Permit (Zoning Office 973-383-1817 ext.11)

- a) Submit a zoning permit application
- b) The application can be found on the Township website at www.lafayettetwp.org
- c) Submit the completed application, appropriate fee and two copies of a current survey
- d) Zoning approval is needed before a building permit can be processed

2) Ridgeline Viewshed Protection Area Approval (Zoning Office 973-383-1817 ext.11)

- a) If your property is located within the Ridgeline Viewshed Protection Area you will need to apply for a Ridgeline Permit
- b) Check the Zoning Map on the Township website at www.lafayettetwp.org (Click on Municipal Directory then Municipal Maps)
- c) The application can be found on the Township website at www.lafayettetwp.org
- d) Submit the completed application, application fee and escrow fee and one copy of current survey.
- e) Ridgeline Viewshed approval is needed before a Zoning Permit can be processed.

3) Well & Septic Approvals (Sussex County Health Dept. 973-579-0370)

- a) Contact the Sussex County Health Department with questions
- b) Apply for a Septic Permit with Sussex County Health Dept.
- c) Apply for a Well Permit with Sussex County Health Dept.
- d) You must have valid Well and Septic Permit to apply for a Building Permit.

4) Soil Erosion Plan (Soil Conservation District Office 908-852-2579)

- a) Contact the Soil Conservation District to determine if a Soil Erosion Plan is needed.

5) Wetlands (N.J. Department of Environmental Protection)

- a) If there are wetlands present on or around the lot, you will need a Letter of Interpretation (LOI) from the N.J.D.E.P.

6) Driveway Permit (Zoning Office 973-383-1817 Ext. 11)

- a) If your driveway will open onto a State Highway, you must obtain an Entrance Permit from the N.J.D.O.T. in Netcong, NJ
- b) If your driveway will open onto a County Road, you must obtain a permit from the Sussex County Engineer's Office in Newton, NJ.
- c) If your driveway will open onto a Township Road, you must obtain a Driveway Permit from Lafayette Township.
- d) The Township Driveway Permit application can be found on the Township website at www.lafayettetwp.org

- e) Submit the completed application, fee, escrow fee and driveway profile
- f) A Driveway Permit approval is needed before the work can begin.

7) Building Permits (N.J. State Building Codes 908-713-0722)

- a) Building Permit applications can be found on the Township website at www.lafayettetwp.org (Applications and Forms)
- b) Submit completed Building, Electric, Plumbing and Fire Subcode application forms to the Building Department.
- c) Submit a copy of your Septic Permit issued by Sussex County Health Dept.
- d) Submit a copy of your Well Permit issued by Sussex County Health Dept.
- e) Submit a copy of your State, County or Township Driveway Permit.
- f) Submit two (2) copies of signed and sealed architectural drawings for your project. (An owner may draw the plan only for a single-family dwelling and only if they are going to reside in the dwelling.)
- g) Submit a copy of the NJDEP Letter of Interpretation (LOI) for wetlands if applicable.

8) Review:

- a) When you have completed the necessary applications, and assembled ALL the above information, you may submit the **complete** package to the Building Department. It can take up to 20 business days for the Building Department to review the submitted materials.

9) COAH (Residential Development Fee):

- a) A development fee is required for new development in all zones. The fee is calculated at one and one-half (1 ½%) percent of the equalized assessed value for residential development as per Chapter 12, section 12-20 of the Township Code.
- b) Your building file will be sent to the Township Tax Assessor for the fee calculation. Any questions on this fee should be addressed with the Tax Assessor.
- c) One half (1/2) of the calculated fee must be paid prior to the issuance of a Building Permit.
- d) The final calculated half must be paid prior to the issuance of the Certificate of Occupancy.

10) Additional Permits Required:

- a) Temporary electrical service
- b) Well pump and well lines installation
- c) Septic connections

11) Request for Inspections:

- a) The owner, contractor, or other responsible party in charge of the work must notify the Building Department when work is ready for inspection. You must call 908- to set up an inspection
- b) When calling for an inspection you will need to have your permit number, block number, lot number, owner's name, address, type of inspection needed and phone number.
- c) Work may not proceed in a manner that will preclude inspection.

12) Required Inspections: State Inspection Office 908-712-0722

a) Building:

- i) **Footing** - Prior to pouring.
- ii) **Foundation and footing drains** – Before backfilling. A Location Survey should be submitted at this time.
- iii) **Backfill** – After footing drains are in place, and all walls are completed and waterproofed.
- iv) **Slab** – After grade, radon piping is required, plastic cover and wire mesh are in place, and prior to pouring concrete.
- v) **Framing** – After rough plumbing and electric are in place, inspected and approved and permanent stairs are in place.
- vi) **Insulation** – After all exterior walls and ceilings are insulated.
- vii) **Final** – After all inspections for plumbing, electric and fire safety have been inspected and approved and all prior approvals have been provided to the Building Department (Septic, Well, Soil Conservation, Driveway).

b) Plumbing:

- i) **Rough** – After all rough piping for water and sewer are installed.
- ii) **Underground** – After all piping that is to be buried is installed and before covering it.
- iii) **Tanks** – Oil and Gas piping before covering.
- iv) **Final** – After all fixtures, heating units, sewer and water connections are completed.

c) Electric:

- i) **Rough** – After all rough wiring is completed, before insulation
- ii) **Service** – After panel and service are installed. JCP&L customers must contact JCP&L for a DR#, which is required for the cut-in-card. JCP&L 1-888-914-9140. Sussex Rural Electric Cooperative customers do not need a DR#.
- iii) **Underground** – After all wiring to be buried is installed and before covering.
- iv) **Final** – After all fixtures are in place and power is on.

d) Fire:

- i) **Tanks** – General installation before covering.
- ii) **Final** – After all smoke detectors, carbon monoxide detectors and fire extinguisher are in place and power is on.

13) Certificate of Occupancy:

- a) No Certificate of Occupancy will be issued until the following is provided:
 - i) Final COAH fee is paid
 - ii) All inspections are completed and approved.
 - iii) Application for a Certificate of Occupancy is filed.
 - iv) Report of Compliance from Soil Conservation District
 - v) Report of Compliance from Sussex County Health Department for the well and septic.
 - vi) No building may be occupied until a Certificate of Occupancy is issued.