



Borough of Haddonfield
242 Kings Highway East
Haddonfield, NJ 08033
Monday-Friday 8:30-4:30
(856)-429-4700

Construction Permit Questions

The following are some of the most Frequently Asked Questions regarding construction permits. If you do not see the answers to your questions, please feel free to contact the construction office:

Construction and Community Development
Haddonfield Borough Hall Office 104
242 Kings Highway East, Haddonfield NJ 08033
Phone: (856)-429-4700 ext. 210

Why do I need permits for some things and not for others?

New Jersey State Law (The Uniform Construction Code) sets the requirements for when you do and do not need a permit. Construction permits are required for any new construction over 200 square feet. The Uniform Construction Code also regulates how the work must be done, what needs to be inspected and the licensing of Inspectors and Code Officials.

In addition to the construction code, the state regulates planning and zoning on the local level. The Borough of Haddonfield has a specific set of Zoning Ordinances that set the guidelines for development and renovation within the Borough. Please check with the Construction Office to determine whether or not your project will also require a zoning permit.

Are there certain types of work that do not require permits at all?

Yes, this type of work is considered to be, "ordinary maintenance." These are usually items that represent ordinary home projects such as painting and carpeting in residential structures, replacement of storm windows and doors of the same size openings, wall paper, replacement of kitchen cabinets, etc.

Please remember that exterior work, including the replacement of windows on properties within the historic district do require a permit and review by the Historic Preservation Commission. Contact the construction office if you are unsure if your project does or does not need a permit. For more information on HPC requirements, please visit the HPC page on the Haddonfield Website.

I have heard that there is something called "Minor Work" that will allow me to start my project before I actually obtain a permit?

Yes, under the Uniform Construction Code, a permit is not required before minor work may begin. However, the property owner, architect or contractor must give written or verbal notice to the Construction Office before beginning the work. *Although the issuance of a permit is not required for work to begin, the property owner, contractor or architect must apply for a permit within five (5) business days from the date of notice.*

What is Considered to be Minor Work?

Minor work is to include any project that does not require a zoning permit. Specific details about what is and is not considered to be minor work can be found in the Uniform Construction Code 5:23-2.17A Minor Work.

Do I need a permit to replace the roofing or siding on my single- or two-family home?

In 2018, The New Jersey Uniform Construction Code was updated and now includes the repair and replacement of roofs and siding under Ordinary Maintenance and no longer requires a permit. The only exception to this exemption is the repair or replacement of polypropylene siding, which does still require a permit.

Please remember that exterior work, including the replacement of windows on properties within the historic district do require a permit and review by the Historic Preservation Commission.

How much is my permit going to cost?

Construction permit fees are established by Borough Ordinance in accordance with guidelines from the State. In general, the permit fee for any new building is based on the volume of the structure plus various costs per item for plumbing, electrical and fire protection devices. For alterations or renovations, fees are based on a percentage of the normal cost of work plus various costs per item for plumbing, electrical and fire protection devices. Other types of work are based on a flat fee. The cost for a zoning permit is \$30.

How long does it take to get a construction permit?

Once a completed construction permit application is submitted and all other prior approvals (zoning approval, historic preservation approval, etc.) have been received, construction permits require approximately two (2) weeks for processing depending on the complexity of the project and the office's workload.

How many inspections will my project need?

The number and type of inspections is determined in accordance with the scope and type of work being performed.

How much information is required on the plans if I am building a new house, addition or separate structure?

The construction of new homes, additions or separate structures first require an approved Zoning Permit. The steps to complete the Zoning Permit application can be found under "Navigating the Process: A Guide to the Borough of Haddonfield's Construction/Zoning/Planning Permit Applications" on the Borough Website.

The amount of information needed for a construction permit depends on what type of work you're doing. If you are building a new home, addition, or separate building, the plans shall include at a minimum, the following from the state law:

1. Any application for a construction permit for a single-family residence shall be accompanied by at least two copies of plans drawn to scale, with sufficient clarity and detailed dimensions to show the nature and character of the work to be performed.
 - a. Plans submitted shall not be required to show more detail or include more information than is reasonably necessary to assure compliance with the requirements of the Uniform Construction Code.
2. Plans containing the following information shall be considered to meet the requirements:
 - a. Site diagram consisting of a site plan showing size and location of all new and existing construction on the site with distances from lot lines and indicating new building services, location and size
 - b. Construction plans consisting of a scale drawing showing foundation, floor plans, and elevations, including structural framing notes for all floors, ceilings and roofs. Only girders and columns need be identified and located on the plan. Included on the drawings shall be a loading schedule indicating the live loads for which the structure is designed.
3. The following details and submissions must be included:
 - a. A cross section through one typical wall showing construction details from footing to top and including roof framing.
 - i. This section shall indicate all construction materials used including roofing, vapor barriers, sheathing type and thickness, insulation type and thickness, windows, glazing type (if type other than standard window glazing is used), interior finish material, floor type and thickness, structure, foundation and footings.
 - ii. Decorative material shall not be required to be shown unless it contributes to the structural integrity of the section.
 - b. When roof or other truss systems are used, the details required by shall be shown.
 - c. Electrical details indicating lighting, receptacles, motors and equipment, smoke detectors, service entrance locations, size and type (overhead or underground), panel size, location and the number of proposed circuits.
 - i. A symbol legend must also be included.
 - d. Plumbing details indicating the locations of fixtures and a notice or table listing water and drainage pipe sizes. A note stating if sewage disposal is to public sewer or individual septic system shall be included.
 - e. Mechanical details indicating the type of heating system, location, size and type of heating unit (noting the distribution method and indicating design rates), location of fire dampers and safeguards, and the location, type and size of flue.
 - f. Energy sub-code compliance shall be demonstrated with either detailed calculations, Energy Star compliance documentation, the submission of printouts from software recognized by the New Jersey Department of Community Affairs, Division of Codes and Standards, such as RES Check, or the prescriptive packages described in Bulletin 03-2.
 - i. RES Check software is available from the Department of Community Affairs, Division of Codes and Standards, PO Box 802, Trenton, New Jersey 08625 or from the U.S. Department of Energy at www.energycodes.gov.

g. Plumbing plans, electrical plans and mechanical plans may be prepared by licensed plumbers, licensed electrical contractors and mechanical contractors, respectively, in accordance with these regulations.

h. Construction plans, and electrical, plumbing, and mechanical details, may be shown on more than one drawing.

If you are doing interior alterations only, we generally just need to know if what you are doing is structural, and what you plan to do regarding electrical, plumbing, or fire protection work. Usually sketches and a written description of the work will suffice. If there are any questions regarding your proposed plans, you will be contacted for clarification.

Occasionally permits are issued with conditions, meaning that additional information is required to be submitted, but we do not judge the issues to be major. **Remember: 2 copies of any plans or specifications will be required.** Please contact the Construction Office with any questions or concerns regarding the process and necessary documentation.

Can I draw my own plans?

Yes, you may draw your own plans. The plans must be, in the opinion of the construction official and appropriate sub code officials, legible and complete for the purpose of ensuring compliance with the regulations. If you do wish to draw your own plans, you must be sure to sign the part of the construction application that certifies that you own and live in the house, will perform the work yourself (electrical, plumbing) and will perform or supervise in the case of building or fire protection.

Do I get a set of plans back when I pick up my permit?

You will receive a set of plans marked "field copy." These plans need to be kept at the jobsite during the project for the inspector(s) to see. Inspectors do not carry plans to the site, as they need to be on file as public record. The plans are the inspector's way of verifying that the project is being built as reviewed and approved

Note: Even if you feel that you have built your project as per plan, there is a remote possibility that it can still fail an inspection. Inspectors do their best to review plans for code errors but there are times when the plans do not tell the whole story and there are other times when they just make mistakes. If we have made a mistake in reviewing your plans, and it results in a failed inspection, we will do our best to help you resolve the problem.