

## **DEPARTMENT OF INSPECTIONS**

### **What requires a building permit?**

This is a very common question we would like to answer. The following is a general overview; but if there is ever a question as to whether the work you are going to begin will require a permit, it is always best to call the Construction Office.

Work such as fences, decks, sheds, additions, swimming pools, roofing and siding, finishing a basement, electrical services, lawn sprinklers, concrete patios, heater conversions and replacements, and sewer line replacements must always have permits prior to beginning the project. Some projects may also require a Zoning Permit.

You can print building permits and other forms online at [Construction Permits, Forms, Fees, and Instructions](#) choose community affairs.

### **WHAT IS A ZONING PERMIT?**

A Zoning permit is required for sheds, decks, fences, pools and concrete patios. Each zoning district has different setback, height and size requirements. A Zoning permit application must be submitted with the Building permit application to ensure compliance with the ordinances. To obtain information pertaining to your zoning district, feel free to contact the Zoning Office.

You can print Zoning Use Permit form attached [Application For Zoning Use Permit.doc](#)

### **WHAT INSPECTIONS WILL BE REQUIRED?**

Once you have received all the necessary approvals, you may begin work. Periodically inspections will be required. Included with the building permit, you will receive a list of inspections that your particular project will require. All inspection requests will require 24-hours notice before the time in which you are requesting the inspection. Our fire, plumbing and electrical inspectors are here two days a week, please be sure to call to verify their schedules.

**New Jersey State Law 13:45A-16.2 requires that all final inspections be completed before making final payment to the contractor.**

### **NOW THAT THE WORK IS FINISHED.**

Once the work has been completed and all final inspections have been approved, a Certificate of Approval or Certificate of Occupancy, depending on the type of work, will be issued. The Construction Office will not send a copy of the Certificate unless you request one. A copy will be kept on file with the building permit.

**Please be advised that swimming pools are not to be used until all final inspections have been completed. The final building and electric must be approved for your protection.**

## **CHOOSING A CONTRACTOR**

Tips:

- Be sure that you obtain reliable references.
- Be sure that electricians and plumbers are NJ state licensed.
- Be sure that they are in compliance with N.J.A.C. 13:45A-16.1, the New Jersey Home Improvement Practices regulations. A copy may be obtained through the Burlington County Consumer Affairs Office or local Construction Office.
- Always have the contractor of record properly identified on the permit application.
- Be sure that the proper permits have been obtained by the contractor.

Always remember that the Construction Office staff is here to answer any questions that you may have concerning your construction project.

## **WHY WOULD I NEED A VARIANCE?**

Sometimes it may be necessary to obtain a variance for work you are doing, such as when you exceed the impervious coverage allowed in your zoning district or when you cannot meet the requirements for setbacks. A variance may be obtained from the Zoning Board of Adjustment.

The application, instructions and fees for a variance can be obtained from the Township Clerk's Office. They will instruct you as to when the information must be filed and guide you through the process.

## **WILL THIS INCREASE MY TAXES?**

Certain projects will increase your property assessment such as, sheds of 100sf or more, in ground pools, finished basements, concrete patios, decks, porches, fireplaces, adding central air conditioning and additional bathrooms. Before starting a project, you may want to call the Tax Assessor for more information.

When your are issued a building permit, you may expect a visit from the Tax Assessor as his/her duties require.

## **ATTENTION LANDLORDS AND TENANTS**

Edgewater Park Township has an ordinance which requires all rental properties to register their units with the township construction office. Upon registration, all units are

subject to an inspection for compliance with the BOCA Property Maintenance Code. The fee for inspection is \$35 and \$10 for any re-inspection. The property is then subject to inspection at a change in tenancy before occupancy can take place. A Certificate of Occupancy will be issued upon compliance. The registration shall be renewed every two years from the date of the initial registration to verify any change in occupancy. Registration forms are available from the construction office.

[Landlord Registration Application](#)

**ATTENTION RESALE PROPERTIES**

Edgewater Park Township has an ordinance which requires all properties to be inspected before they are sold. The fee for inspection is \$50 and \$10 for any re-inspection. A Certificate of Occupancy will be issued upon compliance.

[Resale Application](#)

[Inspection Checklist](#)