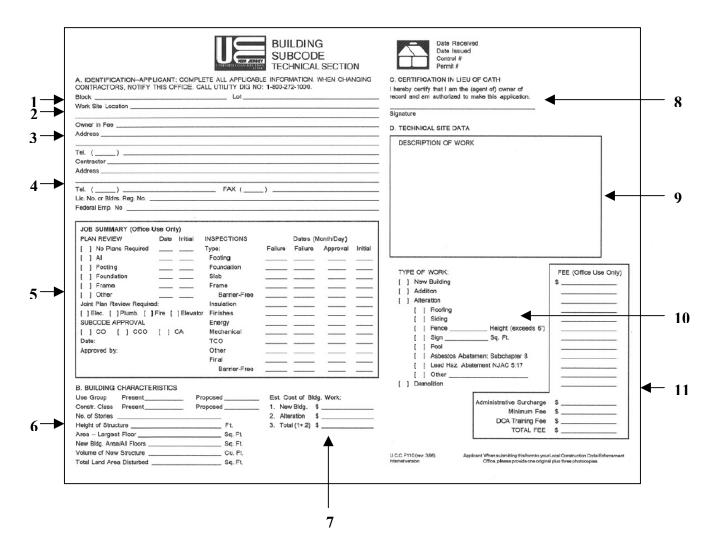
# Manchester Township 1 Colonial Drive Manchester, New Jersey 08759

732-657-8121

# **Filling Out Your Building Permit**

#### **Building Subcode Section**



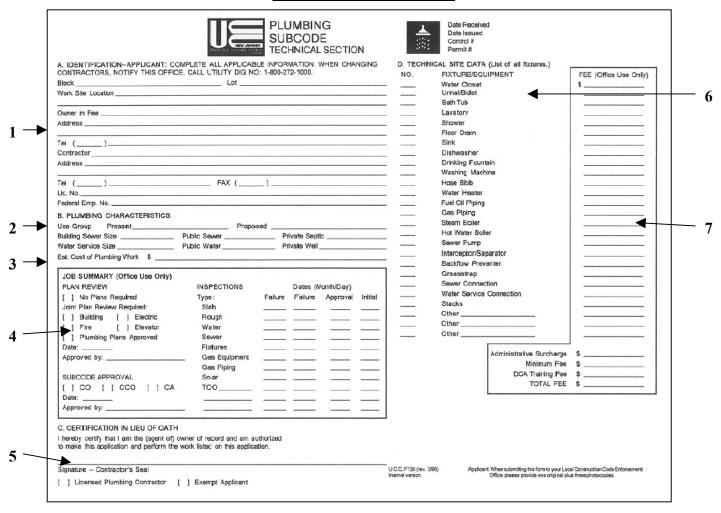
- #1. The Block & Lot Number of the property goes here. This is unique a number assigned to your property by the township. You can find this number on your tax bill or ask one of the building dept. staff to look this number up for you.
- #2. The address of building being worked on goes here.
- #3. The property owner's name (Owner in Fee) Mailing address (If different than the work address) and telephone number go here.
- #4 The contactors Name, Address, Phone Number, Builders Registration Number (For new homes) and Federal Employer I.D. number goes here. If you are doing the work yourself write "self" here.

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Revised 02-2016

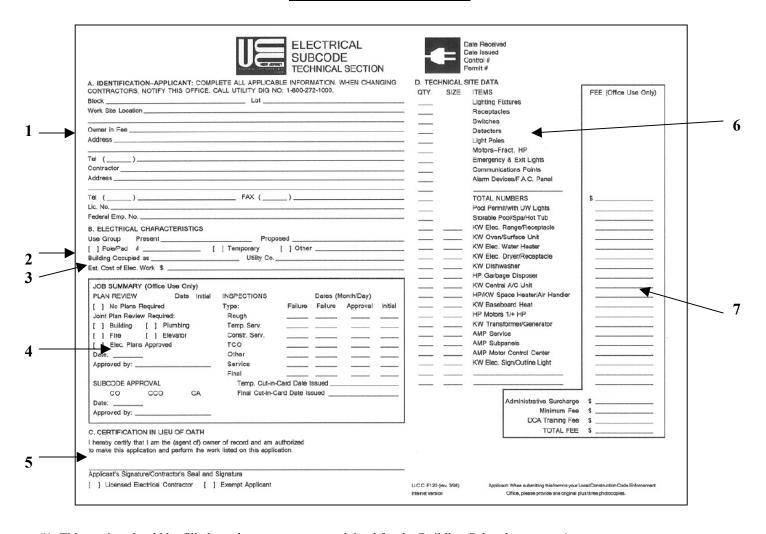
- #5. This section is for office use, please leave blank.
- #6. Building characteristics go here. Single-family homes are Use Group "R-3", "R-4" or "R-5". Wood frame houses are Class "5-B". We will fill in the remaining information as we review your plans. Use groups and construction classes other than single family residential should be listed on your plans.
- #7. Estimated cost of the work goes here. This amount should be the amount a contractor would charge to do the work, even if you're doing the work yourself. You may exclude from this amount items not covered by the building code like: painting, wallpapering, carpeting and the cost of kitchen cabinets. The State of New Jersey requires this amount to be as accurate as possible, if these numbers are not realistic your permit application will be refused.
- #8 The signature of the owner or their agent (anybody authorized by the owner to make this application) goes here.
- #9. A brief description of the work. Ie. "Roof", "Vinyl Siding", "16' x 24' Addition", "12' x 16' Deck", etc.
- #10. Type of work gets checked off here. Note: Decks are alterations not additions. If in doubt leave this section blank.
- #11. This section is for office use, please leave blank.

#### **Plumbing Subcode Section**



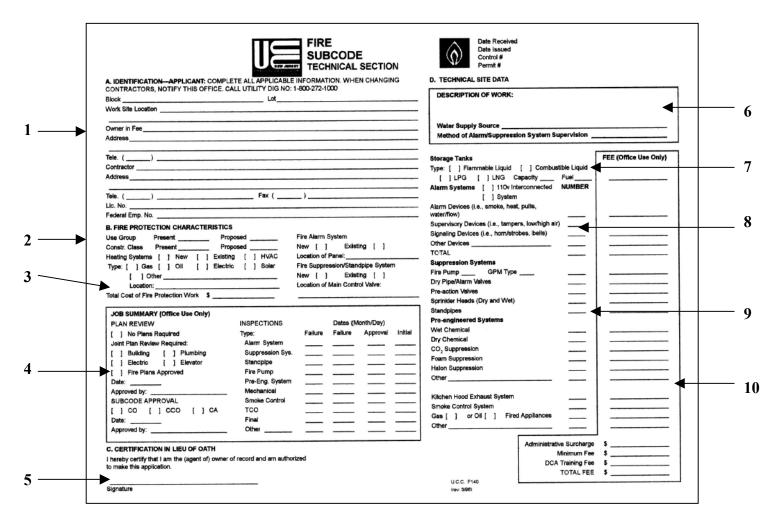
- #1. This section should be filled out the same way as explained for the Building Subcode on page 1.
- #2. Plumbing Characteristics go here. "Use Group" is the same as the Building Subcode section.
- #3. Estimated cost of plumbing work goes here. (see Building Subcode section item #7 for an explanation of estimated costs)
- #4. This section for office use. Please leave blank.
- #5. Owners or agents signature goes here. . If you are having a contractor do the plumbing work he/she must place seal here.
- #6 List the quantity of each type of plumbing fixture here.
- #7. This section for office use. Leave blank.

## **Electrical Subcode Section**



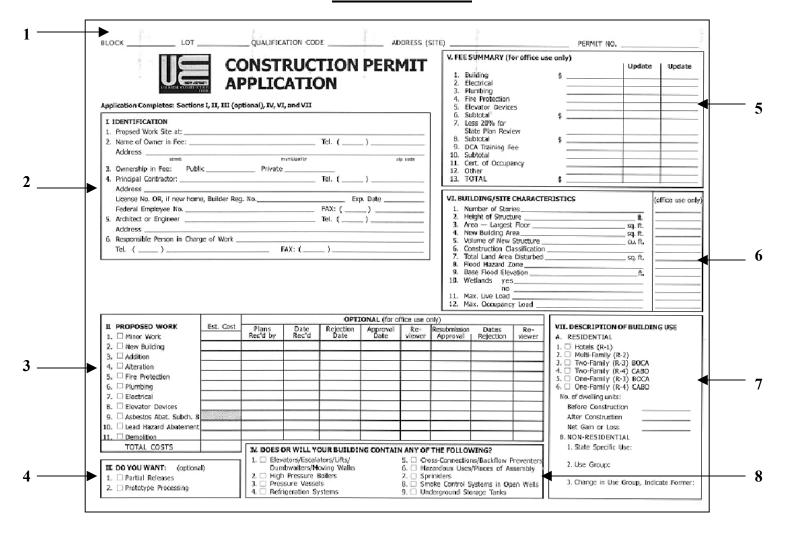
- #1. This section should be filled out the same way as explained for the Building Subcode on page 1.
- #2. Electrical Characteristics go here. "Use Group" is the same as the Building Subcode section.
- #3. Estimated cost of electrical work goes here. (see Building Subcode section item #7 for an explanation of estimated costs)
- #4. This section for office use. Please leave blank.
- #5. Owners or agents signature goes here. If you are having a contractor do the electrical work he/she must place seal here.
- #6 List the quantity of each type of electrical device here.
- #7. This section for office use. Please leave blank.

## **Fire Subcode Section**



- #1. This section should be filled out the same way as explained for the Building Subcode on page 1.
- #2. Fire Protection Characteristics go here. "Use Group" is the same as the Building Subcode section.
- #3. Estimated cost of Fire Protection work goes here. (see Building Subcode section item #7 for an explanation of estimated costs)
- #4. This section for office use. Please leave blank.
- #5. Owners or agents signature goes here.
- #6 A brief description of the work goes here. ( New Home, Addition, Furnace Replacement, New Central Air-conditioning, etc.) Water Supply Source only needs to be filled in for Fire Sprinkler systems.
- #7 Storage tanks are listed here. LPG ( Propane ) tanks are now inspected by the Plumbing Inspector and should be listed on the Plumbing Technical Section not here, list only Heating Oil, Gasoline or Diesel storage tanks here.
- #8 Fire and Smoke alarm devises and quantity get listed here.
- #9 Fire Suppression (Fire Sprinkler Systems) devises and quantity go here.
- #10 This section for office use. Please leave blank.

#### **Permit Folder Front**



- #1 The Block & Lot Number of the property goes here. Leave Qualification Code and Permit Number lines blank.
- #2 This section should be filled out the same way as explained for the Building Subcode on page 1.
- #3 List types of work being applied for and estimated costs here, leave the rest blank.
- #4 Check here if you want a Partial Release (i.e. Foundation Only) or Prototype Processing (Large Developments)
- #5 This section for office use. Please leave blank.
- #6 This section for office use. Please leave blank.
- #7 List Use Group and Code your using here.
- #8 Check here if your building has any of these special characteristics.

# **Permit Folder Inside**

|  | CERTIFICATION IN LIEU OF OATH   |
|--|---|
|  | I. OWNER SECTION (to be completed if the applicant is the owner in fee)   |
|  | I hereby certify that I am the owner in fee of the property listed on Page 1.   |
|  | Mark the following applicable boxes:  |
|  | A. ( ) I further certify that a new home (private residence) will be constructed on this property for my own use and occupancy. This dwelling is to be occupied by myself and is not to be used for any purpose other than single family residential use. I attest that all construction, plumbing, or electrical work will be done, in whole or in part, by me or by subcontractors under my supervision, in accordance with all applicable laws; and, I further acknowledge that said new home is not covered under the New Home Warranty and Builders Registration Act (N.J.S.A. 46:3B-1 et seq.) and that such fact shall be disclosed to any person purchasing this property within ten years of the date of issuance of a certificate of occupancy. |
|  | I UNDERSTAND THAT IN MARKING BOX A, I ACKNOWLEDGE THAT I AM ASSUMING RESPONSIBILITY FOR THE WORK DONE ON SAID PROPERTY, THE CONDITION OF THE PROPERTY PRIOR TO, DURING, AND AFTER ANY WORK PERFORMED, AND FOR THE PERFORMANCE OF THE SUBCONTRACTORS I HIRE, EMPLOY, OR OTHERWISE CONTRACT OR WITH WHOM I MAKE AGREEMENTS TO PERFORM WORK. I AM VOLUNTARILY AND KNOWINGLY ASSUMING THIS RESPONSIBILITY.  |
|  | B. ( ) I further certify the following as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23-2.15(e)1.vii:   |
|  | I personally prepared the plans submitted for: 1) the new home referred to in A.; or, 2) an addition, alteration, renovation, or repair to an existing single family residence owned and occupied by myself and located on the property listed on Page 1; or, 3) a new structure that will be physically separate from, but that will be deemed part of, an existing single family residence that is owned and occupied by myself and located on the property listed on Page 1.   |
|  | C. ( ) I further certify that I will perform or supervise the following work: C.1. ( ) Building C.2. ( ) Fire Protection  |
|  | I further certify that I will perform the following work: C.3. ( ) Electrical C.4. ( ) Plumbing   |
|  | <ul> <li>D. ( ) I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of<br/>Taxation and to comply with all New Jersey tax laws.</li> </ul>   |
|  | I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals have been given, including such certification as the construction official may require.   |
|  | I understand that if any of the above statements are willfully false, I am subject to punishment.   |
|  | Signature Date  |
|  | II AGENT SECTION (to be completed if the applicant is not the owner in fee)   |
|  | I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:32-2.15(d): the proposed work is authorized by the owner in fee; and I have been authorized by the owner in fee to make this application as his agent.  |
|  | I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals have been given, including such certification as the construction official may require.   |
|  | I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.  |
|  | I understand that if any of the above statements are willfully false, I am subject to punishment.   |
|  | ( ) Check if contractor.  |
|  | Agent Name  |
|  | Address   |
|  | Telephone ( )   |
|  | Signature   |
|  | III. ( ) LEAD HAZARD ABATEMENT: Include Homeowner or Building Owner Affidavit as per N.J.A.C. 5:17.   |
|  |   |

- #1 Check here if you are building a home for yourself and are acting as the general contractor. If you check here you are waiving your right to a New Home Warranty required by the State of New Jersey if a contractor was building the home.
- #2 Check here if you have prepared the construction drawings for your own home you live in.
- #3 Check here if you are performing any of the work on your own home you live in.
- #4 You must check here and advise all contactors that they must be registered with the State Taxation Division and comply with all New Jersey tax laws.
- #5 Owner must sign here if any of the areas above in section I are checked.
- #6 Fill in this section if you are the Agent or Contractor.