



NEW JERSEY

---

Uniform Construction Code

# Municipal Procedures Manual

Revised March 2018  
Code Ref Update June 2023

## MUNICIPAL PROCEDURES MANUAL

### **Appendix A. –Construction Permit Application Instructions**

Instructions for completing Construction Permit Applications and Technical Sections are as follows:

#### **UCC-F100, Construction Permit Application –pg. 1.**

Applicant completes sections I, II, III, IV, VI and VII. CCE Office completes sections V.

##### I. Identification

1. Work site. Record the address at which the construction project will occur.
2. Name of Owner in Fee. Record the property owner's name, telephone no. e-mail address (if any), and traditional mailing address; include municipality and zip code.
3. Ownership in Fee. Indicate whether ownership is Public or Private.
4. Principal Contractor. Record the name, telephone no., traditional address and e-mail address of the principal contractor. If the project is new residential construction, record the contractor's Builder Registration No. If the project involves a single subcode, and the subcode contractor and principal contractor are one in the same, and the project is for:
  - Electrical, Plumbing or HVACR work only, then record the contractor's Electrical, Master Plumber, or HVACR license no.
  - Fire protection equipment, then record the contractor's certification no.
  - Burglar alarm, fire alarm or electronic security systems, then record the contractor's license no.
  - A home improvement project, then record the contractor's Home Improvement Contractor registration no., or reason for exemption.
  - A landscape irrigation system, then record the contractor's Landscape Irrigation Contractors certification.

*See N.J.A.C. 5:23-2.15(b) for licensing, registration, certification requirements.*

- If you are a homeowner performing your own work, record *Homeowner* in section I-5.

*Note: Contractor information must include License or Builder Registration number, where applicable, and Federal Employer Number.*
5. Architect or Engineer. Record the architect or engineer's firm name, contact person, traditional address, e-mail address, telephone and Fax no.
  6. Responsible Person in Charge once Work has Begun. Record the name, telephone no. and Fax no. (if available) of the person who is responsible to the owner for ensuring that all work is installed and

## MUNICIPAL PROCEDURES MANUAL

completed in conformity with the regulations. This person may be the design architect or engineer, the contractor or a 3<sup>rd</sup> party acceptable to the Construction Official.

### II. Proposed work

#### 1. Indicate what type of work will be performed.

- Minor work –construction work undertaken in existing structures, requiring no prior approvals and no plan review, not altering in any way the structural members of a building and meeting the definition set forth in N.J.A.C. 5:23-2.17A.
- New building –the building of a structure where previously there was none.
- Addition –the increase in area and volume of an existing structure.
- Demolition.
- Repair –the restoration to a good or sound condition of materials, systems and/or components that are worn, deteriorated or broken using materials or components identical to or closely similar to the existing.
- Renovation –the removal and replacement or covering of existing interior or exterior finish, trim, doors, windows, or other materials with new materials that serve the same purpose and do not change the configuration of space.
- Alteration –the rearrangement of any space by the construction of walls or partitions, the addition or elimination of any door or window, the extension or rearrangement of any system, the installation of any additional equipment or fixtures and any work which affects a primary structural component.
- Reconstruction –any project where the extent and nature of the work is such that the work area cannot be occupied while the work is in progress and where a new certificate of occupancy is required before the work area can be reoccupied.
- Asbestos Abatement (Subch. 8).
- Lead Hazard Abatement.
- Radon Remediation.
- Annual Permit –an annual Permit may be issued to an educational, industrial, institutional, mercantile, business or government facility; see N.J.A.C. 5:23-2.14(c) thru (e) for specifics.

#### 2. Subcodes –check all that apply. Estimate the labor and equipment costs of the work to be performed, by subcode, and then total.

### III. Plan Review

1. Indicate whether partial releases on plan review is desired.
2. Indicate whether prototype processing is in order; see N.J.A.C. 5:23-2.15(f)2.

## MUNICIPAL PROCEDURES MANUAL

- IV. Does or will this building contain... –indicate by checkmark, all that apply.
- V. Fee Summary –for *Office* use only.
- VI. Building/Site Characteristics –if proposed work is New Building, Addition or Demolition, items 1 thru 12 in section VI *must* be completed.
- VII. Description of Building Use –Complete section VII-A if the structure’s primary use is residential; complete section VII-B if the structure’s primary use is non-residential. All applicants must complete sections VII-C and VII-D.

### **Construction Permit Application –pg. 2. Certification in Lieu of Oath**

Complete section I if applicant is owner in fee of the property listed on page 1 as the proposed work site.

Complete section II if the applicant is anybody other than the property’s owner in fee.

Complete section III if applicable to your construction project.

### **Construction Permit Application –pg. 3.**

CCE Office completes sections VIII, IX and X.

### **UCC-F110, Building Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

#### **A. Identification**

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner’s name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. If the project is new residential construction, record the contractor’s Builder Registration no. If the project is a home improvement project, record the contractor’s Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor’s Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

#### **B. Building Characteristics**

- Indicate the structure’s present and proposed use group.
- Indicate the structure’s present and proposed construction classification.
- Indicate the structure’s:

## MUNICIPAL PROCEDURES MANUAL

- Number of stories.
  - Height of structure.
  - Area of largest floor.
  - New building area.
  - Volume of new structure.
  - Total land area disturbed.
  - Indicate the estimated cost of the building work:
    1. New building
    2. Alteration
    3. Total (1&2).
- C. Certification in Lieu of Oath
- Please sign accordingly and emboss if Contractor.
- D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
  - Type of Work. Indicate by checking, the type of work to be conducted.
- E. CCE Office completes *Job Summary* and *Fee* sections.

### **UCC-F120, Electrical Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

- A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
  - Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
  - Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's *Electrical Contractor* license no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.
- B. Electrical Characteristics
- Indicate the structure's present and proposed use group.
  - Indicate Pole/Pad no. The *pole* or *pad* number is a reference number the utility company uses to determine the electrical service cut-in location; it may be found on a metal plate mounted on the pole for

## MUNICIPAL PROCEDURES MANUAL

- overhead service, or on the pad-mounted transformer for underground service. Providing the *pole* or *pad* number is required if your construction project affects the electrical service.
  - Indicate if electrical service is temporary or other; if service is other than permanent or temporary, indicate type, e.g., diesel-powered generator.
  - Indicate how the building is occupied.
  - Indicate the utility company.
  - Estimate the total labor and materials cost of your electrical work.
- C. Certification in Lieu of Oath
- Sign in the space provided; check the appropriate box.
  - If you are a contractor, emboss with your license seal.
- D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
  - Type of Work. Indicate the quantity and size, where applicable, of all fixtures and equipment that are a part of this construction project.
- E. CCE Office completes *Job Summary* and *Fee* sections.

### **UCC-F130, Plumbing Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

- A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
  - Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
  - Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. Record the contractor's *Master Plumber's Contractor* license no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.
- B. Plumbing Characteristics
- Indicate the structure's present and proposed use group.
  - Indicate the building's sanitary sewer line size; indicate whether sanitary sewer is *Public* sewer or *Private* septic.

## MUNICIPAL PROCEDURES MANUAL

- Indicate the building's water service line size; indicate whether water service is *Public* water or *Private* well.
- Estimate the total labor and materials cost of your plumbing work.
- C. Certification in Lieu of Oath
  - Sign in the space provided; check the appropriate box.
  - If you are a contractor, emboss with your license seal.
- D. Technical Site Data
  - Description of Work. Briefly describe activity to take place, with comments.
  - Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.
- E. CCE Office completes *Job Summary* and *Fee* sections.

### **UCC-F140, Fire Protection Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

- A. Identification
  - Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
  - Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
  - Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. For fire protection equipment, record the NJ Div. of Fire Safety *Permit* number; record the NJ Div. of Fire Safety *Installer* number. Record the contractor's *Fire Alarm Contractor* no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.
- B. Fire Protection Characteristics
  - Indicate the structure's present and proposed use group.
  - Indicate the structure's present and proposed construction classification.
  - Indicate whether work being done to the building's heating system is new, a modification to an existing system, a conversion or replacement system; indicate its fuel type and location.
  - Indicate the fuel type and capacity of any fuel storage tanks present.

## MUNICIPAL PROCEDURES MANUAL

- Indicate whether the fire alarm system is *new* or *existing* and the location of its panel.
  - Indicate whether the fire suppression/standpipe system is *new* or *existing* and the location of the main control valve.
  - Estimate the total labor and materials cost of your fire protection work.
- C. Certification in Lieu of Oath
- Sign in the space provided; check the appropriate box.
- D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
  - Indicate the water supply source and method of alarm or suppression system supervision.
  - Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.
- E. CCE Office completes *Job Summary* and *Fee* sections.

### **UCC-F145, Mechanical Inspector Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

Important Note: the Mechanical Inspection Technical Section is to be used for the inspection of mechanical equipment for projects in existing *Use Group* R-3 or R-5 buildings.

- A. Identification
- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
  - Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
  - Contractor. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor. If the project is new residential construction, record the contractor's Builder Registration no. If the project is a home improvement project, record the contractor's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor's Federal Employer ID no. and FAX no., if any. If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.
- B. Mechanical Characteristics
- Indicate the structure's present and proposed use group. Note: can only be R-3 or R-5.



## MUNICIPAL PROCEDURES MANUAL

- Indicate the building's sanitary sewer line size; indicate whether sanitary sewer is *Public* sewer or *Private* septic.
  - When applicable, indicate whether the system work is new, modification of existing system, conversion or replacement.
  - Indicate type of equipment/appliance and type of fuel.
  - Estimate the total labor and materials cost of your mechanical work.
- C. Certification in Lieu of Oath
- Sign in the space provided.
- D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
  - Type of Work. Indicate the quantity of all fixtures and equipment that are a part of this construction project.
- E. CCE Office completes *Job Summary* and *Fee* sections.

### **UCC-F150, Elevator Subcode Technical Section**

Applicant completes sections A, B, C and D. CCE Office completes *Job Summary* and *Fee* sections.

#### A. Identification

- Work site. Record the Block, Lot, Qualification Code and street address of the proposed work site location.
- Owner. Record the property owner's name, telephone no. e-mail address, if any, and traditional mailing address; include municipality and zip code.
- Contractor/Installer. Record the name, telephone no., traditional mailing address and e-mail address, if any, of the contractor/installer. If the project is a home improvement project, record the contractor/installer's Home Improvement Contractor Registration no. or reason he/she is exempt for this project. Record the contractor/installer's Federal Employer ID no. and FAX no., if any.
- Maintenance/Service Contractor. Record the name, traditional mailing address and e-mail address, if any, telephone and FAX no., if any, of the maintenance/service contractor.

If you are a homeowner performing your own work, record *Homeowner* in the Contractor section.

#### B. Elevator Characteristics

- Indicate the structure's use group.
- Indicate the building's NJDCA *Elevator Safety* registration number.
- Indicate the elevator device manufacturer, device ID and machine room location.

## MUNICIPAL PROCEDURES MANUAL

- Indicate the number of stops, number of openings, travel in feet, speed in feet per minute, type of control, type of operation and capacity in pounds.
  - Indicate whether the elevator device is passenger or freight.
  - Indicate its year of installation, the standard applied, its year of alteration, if applicable, and the standard applied.
  - Estimate the total labor and materials cost of your elevator work.
- C. Certification in Lieu of Oath
- Sign and date in the space provided.
- D. Technical Site Data
- Description of Work. Briefly describe activity to take place, with comments.
  - Type of Work. Indicate the quantity of all elevator devices by type. If more than one elevator device is present, use UCC-F155, Supplement for Multiple Equipment, to provide elevator characteristics information (section B) for additional devices.
- E. CCE Office completes *Job Summary* and *Fee* sections.