# **DCA/State Buildings Unit Permit Instructions**

#### 1. Letter of Authorization

A letter of authorization from the owning agency is required to authorize the company to apply for and proceed with the permit application process. If the contractor wants a copy of the permit, this must be stated in the letter.

### 2. Application Completeness

All sections of the application form must be completed accurately and in full. Incomplete or incorrect applications will NOT be accepted.

### 3. Resubmission of Applications

If an application is not filled out completely or correctly, resubmission with the necessary corrections will be required before processing can continue.

### 4. Plan review project number must be included if applicable

#### 5. Fire Alarm Installation

When Installing fire alarm devices, both a fire technical and electrical technical permit are required.

## 6. Mechanical Inspection Technical Sections

This office does not accept mechanical inspection technical sections. Please refer to item 7 under building and plumbing technical section.

### 7. Construction Permit Application (F100)

All permit applications shall include a (F100) construction permit application.

#### 8. Tank installation and tank removal

Separate Construction Permit Applications must be submitted for all tank installations and tank removals.

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	U.C.C. F KS9 1 (see, artis)	A Pressure Vessos	7. Cl. Sprwiiers/Standorpe	11 G LPGas TarAs

_	CERTIFICATION IN LIEU OF GATH				
	I. OWNER SECTION (ip-be completed if the applicant is the owner in feet)  I hereby certify that I am the owner in fee of the property listed on Page 1.				
	Mark the following applicable bases:				
	A. ( ) I illustrate contriby that is new thomas (provide residence) will be constitucted on this property for my own use and occur				
	some; I has obserting as in the consequent by improving a most to be used for any purpose other than single flaming residential true. I attest that all construction, plumpings of an act to be used for any purpose other than single flaming subconstructors under my supervision, in accentiance with all applicable to be discoved in whole or in part, by one or by new home or not covered under the property with a supervision of the discovery of the subconstructors. In accentiance with all applicables property and the property of the property				
	I UNDERSTAND THAT IN MARKING BOX A. I ACHIOVACULEDGE 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 HABE, EMPLOY, OR OTHERWISE CONTRACT OR WITH WHICH I MAKE AGREEMENTS TO PERFORM WORK. I AM YOUGHTARLY AND KNOWINGLY ASSUMING THIS RESPONSEBILITY.				
	B. ( ) I further certify the following as required by the Now Jenley Uniform Construction Code, N.J.A.C. 5.23-2.15(f) Lt.				
	I personally prepared the plane subvisited for. 15 the new borre referred to in A.; or, 2) an electron, electron, renove- tion or replay to mile stating surgle barishy residence owned and occupied by impact and located on the property failed 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 exwed and occupied by impact and located on the property issled on Page 1.				
10	C ( ) I further centrly that I well perform or superings the following work; C t. ( ) Building C 2 ( ) Fire Protection				
	I further certify that I will perform the following work: G3 ( ) Electrical C4 ( ) Plumbing				
	<ol> <li>I agree to advise at 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 lews.</li> </ol>				
_	further persity the following as required by the Uniform Construction Code, N J A C 5:23-2:15(a)5: All required States county, and local prior approvals have been given, including such persitivation as the construction official may require.				
	Eurodienstand that if any of the above statements are wittelly hires, I am subject to punishment				
	Signature Date				
	# AGENT SECTION to be completed if the applicant is not the owner in feet				
	Thereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2,1560; 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.				
	Earther certify the following as required by the Unitorin 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				
	agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxason and to comply with all New Jersey tax laws.				
1	understand that if any of the above storements are with by take, i am subject to punishment				
16	Check if contractor				
į,	Agent Name				
	Address				
	Telephone ( )				

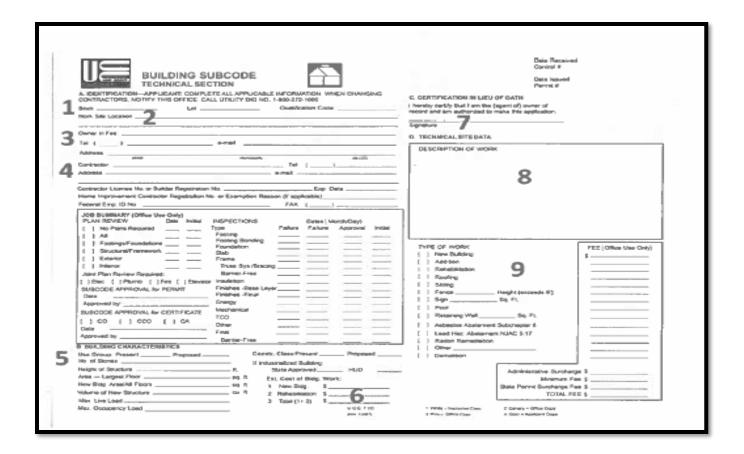
### **Construction Permit Application (F100)**

- 1. Block and lot of property.
- 2. The street address of the work site location.
- 3. The property owner's name (Owner and Fee), mailing address (if different than the work site address), telephone number, and e-mail address.
- 4. If owner agency is doing the work and the property is owner-occupied, fill in the agency name. You do not need to fill in your contact information.

  If a contractor is doing the work, fill in the contractor's business name, street address, telephone, e-mail address, license or registration number and expiration date, and their Federal Employment ID Number (FEIN).
- 5. Architect or engineers contact information if applicable.
- 6. Check off applicable box(es) in II(a). and II(b), fill in each discipline's cost of work in the space provided, and fill in the total.
- 7. Complete this section only if the permit is for additions &/or new construction.
- 8. B2 is for non-residential. Complete use group as appropriate.
- 9. Plan Review is optional. Selection # 1 is for partial release. If selected, it allows individual disciplines to be issued separately.

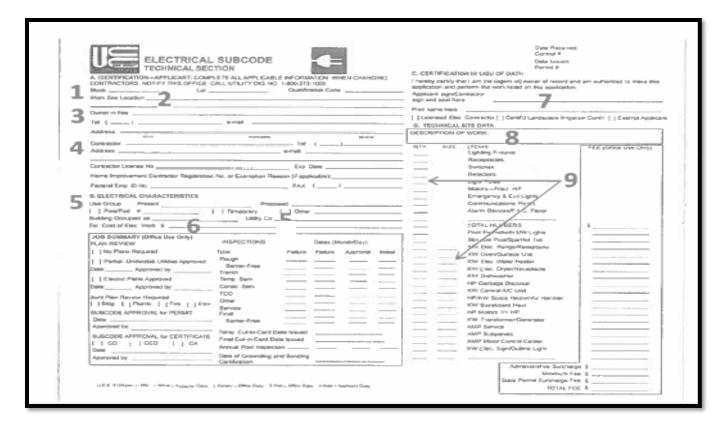
## Inside cover of permit jacket (Certification in Lieu of Oath.

10. **Only one party signs:** Top section ("Owner Section") is signed by the owner IF the owner is doing the work and the property is owner-occupied. Owner checks off the applicable boxes, signs and dates. If a contractor is doing the work and applying for the permit, the contractor fills in and signs the bottom section ("Agent Section").



### **Building (F110))**

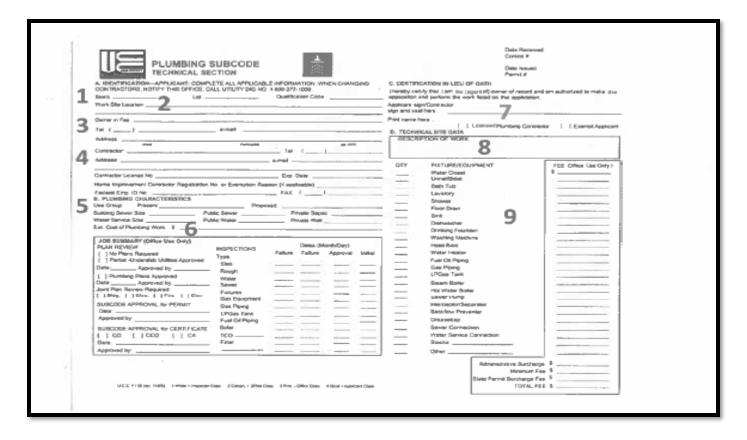
- 1. Block and lot of property.
- 2. The street address of the work site location.
- 3. The property owner's name (Owner and Fee), mailing address (if different than the work site address), telephone number, and e-mail address.
- 4. The contractor's business name, address, telephone number, e-mail address, and Federal Employment ID Number (FEIN). If you are doing the work yourself and you are the owner and the property is owner-occupied write "owner".
- 5. Building characteristics: Use Group. If this is a new building &/or an addition complete this section.
- 6. Estimated cost of work: The State of New Jersey requires this amount to be as accurate as possible.
- 7. The signature of the owner or contractor. If mechanical work is being performed, the contractor signs, prints name, and affixes seal.
- 8. A brief but complete description of the work.
- 9. Select Type of work. Renovations are considered rehabilitation.



### Electrical (F120)

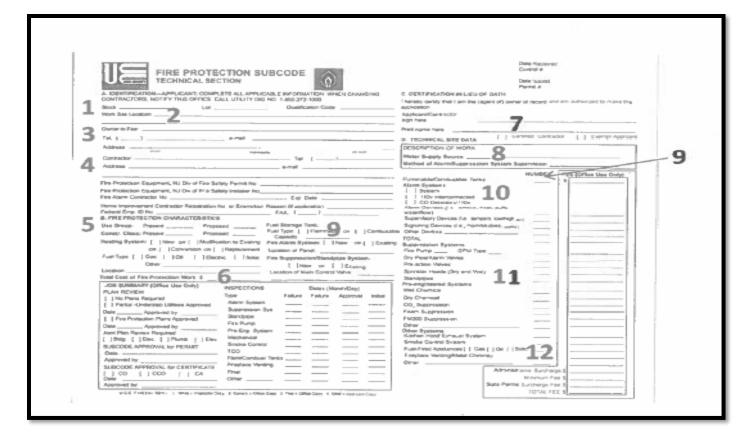
name.

- 1. Block and lot of property.
- 2. The street address of the work site location.
- 3. The property owner's name (Owner and Fee), mailing address (if different than the work site address), telephone number, and e-mail address.
- 4. The contractor's business name, address, telephone number, e-mail address, electrical license number / expiration date, and Federal Employment ID Number (FEIN).\*If the owning agency is doing the work and property is owner-occupied write the agency
- 5. Electrical characteristics: Use Group.
- 6. Estimated cost of work: The State of New Jersey requires this amount to be as accurate as possible.
- 7. If owner is doing the work and the property is owner-occupied, owner signs here, prints name and checks exempt applicant. If contractor is doing the work, the contractor signs, prints name, and affixes seal.
- 8. A brief but complete description of the work.
- 9. List the quantity for each type of electrical device. Include size details where applicable.



## Plumbing (F130)

- 1. Block and lot of property.
- 2. The street address of the work site location.
- 3. The property owner's name (Owner and Fee), mailing address (if different than the work site address), telephone number, and e-mail address.
- 4. The contractor's business name, address, telephone number, e-mail address, plumbing or HVAC license number / expiration date, and Federal Employment ID Number (FEIN).
  \*If the owning agency is doing the work and property is owner-occupied write the agency name.
- 5. Plumbing characteristics: Use Group.
- 6. Estimated cost of work: The State of New Jersey requires this amount to be as accurate as possible.
- 7. If owner is doing the work and the property is owner-occupied, owner signs here, prints name and checks exempt applicant. If contractor is doing the work, the contractor signs, prints name, and affixes seal. If mechanical work is being performed, the contractor signs, prints name, and affixes seal.
- 8. A brief but complete description of the work.
- 9. List the quantity for each type of plumbing fixture.



### Fire (F140)

- 1. Block and lot of property.
- 2. The street address of the work site location.
- 3. The property owner's name (Owner and Fee), mailing address (if different than the work site address), telephone number, and e-mail address.
- 4. The contractor's business name, address, telephone number, e-mail address, license number / expiration date, and Federal Employment ID Number (FEIN).
- 5. Fire Protection characteristics: Use Group.
  - \* Check off all of the applicable boxes in the heating system section.
- 6. Estimated cost of work: The State of New Jersey requires this amount to be as accurate as possible.
- 7. The contractor signs, prints name, and affixes seal.
- 8. A brief but complete description of the work. Water supply source only needs to be filled in for fire sprinkler systems.
- 9. Storage tank fuel type and capacity gets listed here. Tank quantity is indicated at right.
- 10. Fire and smoke alarm devices and quantity and fill in total amount.
- 11. Fire suppression devices and quantity.
- 12. List quantity and indicate fuel type of fuel-fired appliances (water heater, boiler, furnace) and chimney liners.