

COMMERCIAL PERMIT INSTRUCTIONS

Hours of Operation are Monday - Friday from 8am - 3:30pm

- First--You need to know your Permit # .
 - It can be found on the yellow placard up in the right hand corner.
 - It can also be found on the white Construction Permit in the right hand corner.

- Hang the yellow placard in the window so it can be seen from the street until the job is complete.

- Look over your permit for any notes written by the Subcodes--especially on the technical cards.

- Follow the Inspection Checklist provided.
 - Please note---An Inspection Checklist is not provided for such work as replacement of furnace, a/c and water heater since only a final inspection is required.

- You need to pass all the Elec, Plumbing & Fire rough inspections before you can schedule your frame inspection!

- If you decide to update or revise your project, you will need to submit the appropriate Subcode Technical Section with **two** sets of the plans.
 - If you print a Subcode Technical Section online, submit **three** sheets--one original and two copies----but---
 - EACH TECHNICAL SHEET** must contain original signature and raised seal (if applicable) with **two** sets of the documents..
 - Architectural/Engineered drawings (if needed) need to be signed and contain a raised seal on each set. **A copy of the seal is not acceptable.**
 - Permit # / Control # should be written on the technical in the upper right corner.

- Schedule inspections by calling **Donna Daugherty (Commercial Contact) at (908) 369-4313 Ext. 7204** and have your permit number ready. Hours of Operation M - F 8am - 3:30 pm.

- Make sure your permit paperwork is onsite at all times for all inspections or the inspection can not be performed.
 - Keep all the inspection stickers as proof of your inspections.

- When your project is complete and all final inspections have been approved, call Donna since you may need to complete an Application requesting a CCO or CO.
 - Don't forget that any prior approvals also need final approvals before the Certificate can be issued.
 - All penalty fees must be paid in full before a Certificate is issued.(if applicable)
 - We have a minimum of 3 days to a maximum of 10 days to issue the Certificate.
 - This permit should always stay with this property--give it to the property owner so they can retain it for their records. Also, give them a copy of the Occupancy Placard.

****See the [Hillsborough webpage](#) for all forms/handouts and tutorials.****

If you have any questions, call or email Donna Daugherty at (908) 369-4313 x7204 or email ddaugherty@hillsborough-nj.org