



Township of Hillsborough

COUNTY OF SOMERSET
THE PETER J. BIONDI BUILDING
379 SOUTH BRANCH ROAD
HILLSBOROUGH, NJ 08844
(908) 369-4313
www.hillsborough-nj.org

BUILDING DEPARTMENT COMMERCIAL PERMIT INSTRUCTIONS

****IMPORTANT PLEASE READ**** 8/19/24

Permits are issued Monday - Friday from 8am - 3:00pm

Please use the SDL Portal on the website to check the status of your application and review inspections.

☐ **First--You need to know your Permit #_____**

It is in the upper right hand corner of your Permit Notice and the signed construction permit. ☐

Hang the Permit Notice in a front window so it can be seen from the street until the job is complete. ☐

Review your permit for any notes written by the Subcode officials, especially on technical cards. ☐

Follow the Inspection Checklist if provided.

☐ **You need to pass all of the Electric/Plumbing/Fire Rough inspections before you can schedule your Building Frame inspection. It is the same sequence for Above Ceiling inspec–Bldg is last.**

☐ **If you update or revise your project, you will need to submit the appropriate Subcode Technical Section with two sets of documents. Technical Sections must be in triplicate, each with an original signature and raised seal (if applicable). Architectural/Engineer drawings (if needed) must have an original signature and a raised seal.**

☐ **Include the Permit number and/or Control number in the upper right hand corner of the Technical Section.**

☐ **PLEASE NOTE: Written notification is now the only way to request an inspection by all Building Departments in NJ. Schedule inspections through the SDL Portal or go to the Hillsborough Township website–Building Department. In the Permit Tracking Box, look for “Construction Permit Inspection Request” form. Complete it and submit to the dedicated email address or drop off in person.**

☐ **All permit paperwork (signed permit, technical sections, plans, specs etc) must be onsite for all inspections or the inspection cannot be performed. Keep all inspection stickers as proof of inspection.**

☐ **When your project is complete and you have passed all final inspections, call the Commercial Contact, Donna Daugherty, to determine if you need to complete an application for a CCO or CO.**

☐ **All prior approvals need final approvals before a Certificate is issued (if applicable).**

☐ **Any outstanding penalty fees must be paid in full before a Certificate is issued.**

☐ **We have a minimum of 3 days and a maximum of 10 days to issue a Certificate.**

☐ **File all the paperwork, including inspection stickers in a safe place. If the property is sold, permit paperwork, along with the Occupancy Placard, should be given to the new owner.**

Commercial Contact: Donna Daugherty 908-369-4313 x7204 or ddaugherty@hillsborough-nj.org

Forms/handouts and tutorials are available on the Building tab at the township website