



TOWNSHIP OF HILLSBOROUGH

COUNTY OF SOMERSET

Hillsborough Township Municipal Complex
The Peter J. Biondi Building
379 South Branch Road
Hillsborough, NJ 08844



P: (908) 369-4313

Building Department
John Fiedler – Construction Official Ext. 7211

F: (908) 369-3954

Pathway to Success

Welcome/Introductions

John Fiedler, Construction Official x7211

Rich Perlman, Building Subcode x7172

Chris Huddy, Assistant Building Subcode x7173

Tom Koepfler, Electrical Subcode x7175

Ed Allatt, Fire Subcode x7169

Frank Lukacs, Plumbing Subcode x7176

Donna Daugherty, Technical Assistant/Commercial Representative Contact x7204

David Kois, Business Advocate x7106

Samantha Ball, Assistant to Business Advocate x7114

Sign In Sheet

- By signing your name on the sign in sheet, you acknowledge you have received the agenda for this meeting.

Handouts provided:

- State of NJ Non-Residential Developmental Fee Certification/Exemption Form
- Building Department Guidelines Handout (Blue Sheet)
- Designer's Information for Newly constructed Buildings & Structures
- Business Card Handout
- This Agenda (Pathway to Success)
- Construction Trailer Permit Requirements

Prior Approvals

All prior approvals must be obtained before the permit is released.

- Planning Board Approved Plans (if applicable) x7181
- Zoning permit approval Required for all Applications x7180

- Engineering x7151
 - Pre-Construction Meeting (need signed approved site plans). Pre-Construction Meeting with Engineering takes place before the Building Department Construction Meeting.
- Need Approval from the Planning Board, Engineering and Zoning (listed above) before the permit can be submitted to the Building Department.
- Fire Safety x7178
- Health (if applicable) x7192
 - Food Establishment
 - Septic/Well
 - Public swimming pools
 - Childcare Center
 - Kennels (animal shelter)--go to Board of Health First
 - Tanning Facility
 - Body Arts Facility
- MUA (Municipal Utility Authority)--(908) 371-0660--220 Triangle Road--Hrs 9am to 4pm
 - Sewer Connection Permit
- Somerset County Soils--(908) 526-2701--308 Milltown Rd, Bridgewater--Hrs 7:30am to 5pm
- Non-Residential Developmental Fee form--Obtain from the Building Department.
 - Complete Non-Residential form and submit to the Building Department with your permit.
 - The Finance Department will contact you with the fee amount.
 - Make Payment at the Finance Department. See Nancy x7110
- Letter from the Owner giving the contractor/agent permission to submit the permit.

Project Meeting with the Building Department

- Schedule a Construction Meeting with the Building Department. Contact Donna at (908) 369-4313 X7204 or email ddaugherty@hillsborough-nj.org
- Be sure to invite the owner, architect, engineer, project manager or whoever you would like to attend.

How Many copies should be included with your permit application?

- If submitting Subcode Technical Sections printed from the computer, then 1 original and 2 copies are required. For Electric, Plumbing and (Fire--if applicable) each sheet needs an original signature and Licensed contractor's raised seal!
- All Plans, as built, shop drawings, riser diagrams, architect/engineer letters, spec., etc. need to be submitted in duplicate.

- When submitting any paperwork, please submit the paperwork in 2 sets.--One set would be considered Township Copy and the other set Builder's Copy.

Emails

- Please include all emails on the jacket and all Subcode Technical Sections.

Permit Submission-- What are you applying for:

- Footing/Foundation--Partial Release
 - Indicate request on the Construction Folder in Section III
 - Only provide Building and Fire and corresponding drawings
Note: FIRE looks at the size of the building, what is the building made of, type, size, is heighten area in area allowance.
 - For Class 1 Building, follow the instructions for special inspections.
- Footing/Foundation with Underground plumbing and/or electric--Partial Release
 - Indicate request on the Construction Folder in Section III
 - Only provide Building, Fire, Plumbing, Electric (if applicable) and corresponding drawings
 - For Class 1 Building, follow the instructions for special inspections.
- Full Release
- Always call Donna to schedule an appointment to drop off any paperwork. This includes from the submission of the permit application right through to the issuance of the Certificate of Occupancy.
 - Please know what you are dropping off. Is it a revision, update or resubmittal?
 - The paperwork must reference the Permit# or Control#.
 - Appointment times can be available between 9:00am to 3pm.

PLEASE NOTE:

- It is the responsibility of the applicant (not the departments) to submit all prior approvals and final approvals to the Building Department.
- If submitting Subcode Technical Sections printed from the computer, then one original and three copies are required. Each sheet needs to have a raised seal!
- **Submit Completed** Subcode Technical Sections which should include:
 - Work Description on each Subcode Technical Section--be detailed yet brief.
 - Quantity of Appliances/fixtures.
 - Contact information with emails and phone numbers--which needs to be legible.

IMPORTANT:

- Plans that are required to be submitted but are not included at the time of permit submission, shall be listed by the design professional as part of the application.
- All documents prepared by people other than the design professional shall be reviewed by the design professional and a letter submitted indicating that they have been reviewed and found to be in conformance with the regulations for the design of the building.

Plan Review

- In most cases, if a denial is issued, plan review will continue with the other disciplines.

Denials

- Denials are mailed out to the owner and contractor per the UCC and followed up with an email or phone call.
- All contact information needs to be legible--especially email addresses.

Resubmittals

- When responding to a denial, address all issues of the denial before submission.
- The Control# must be included on the paperwork being resubmitted.
- All resubmittals must be submitted in duplicate--no exceptions.
- All engineered and architect plans need to be signed, contain a RAISED SEAL and submitted in duplicate.
- Cloud area of change.
- Provide a transmittal when responding to any denials.

Permit Issuance

- The general contractor/owner (or designated person) will be notified by email or telephone call when the permit is ready for pickup. The cost of the permit will be provided at that time.
- Permits can be picked up from 8am to 3pm Monday through Friday.
- Look over your permit for any notes written by the Subcodes--especially on the technical cards.
- A Required Inspection Checklist will be included with your permit.

Updates/Revisions

- When submitting an update or revision, the appropriate technical subcode section must accompany all paperwork.
- The permit# must be entered at the top of the technical section.
- All updates and revisions must be submitted in duplicate.
- All engineered and architect plans need to be signed, contain a RAISED SEAL and submitted in duplicate.
- Cloud area of change.

- Provide a transmittal when submitting any updates/revisions.

Inspection Scheduling

- Designate one person to call to schedule inspections.
- Have your permit# ready.
- Call Donna at (908) 369-4313 x7204 to schedule inspections.
- PERMIT PAPERWORK MUST BE AT THE WORKSITE FOR THE INSPECTION TO TAKE PLACE.

Special Inspections

- Must provide--Inspection Agency name with names and license numbers of actual inspectors and their credentials.
- List all Special Inspections per 2018 IBC Chapter 17.
- Statement of Special Inspections is required with the application and must list which inspections are periodic or continuous.
- Representative at site must provide credentials at time of inspections.
- Clear and define understanding that Special Inspectors do not negate the need for municipal inspections.

Final Approvals--Need to be submitted to our office before a CO can be issued

- Zoning (just do a check in with Zoning)
- Engineering (required inspection confirms site plan matches the actual site)
- Fire Safety
 - Looking at fire lines, knox box, number verification of the building.
- Health (if a prior approval was needed then a final approval is needed)
- MUA (Municipal Utility Authority)
 - Sewer Use Permit
- Somerset County Soils
- Non-Residential Developmental Fee--paid in full at the Finance Department.
- Elevator (if applicable)

Certificate of Occupancy (CO)

- Before a CO can be issued, an Application for Certificate needs to be completed after all final inspections have been approved.

Field Work

- All site work should be submitted as a separate permit--this would include parking lot lighting, retaining walls, sewer lines, water lines, storm water piping, roof leader drains, fire line, hydrant locations.
- 2 copies of stamped approved plans from the Planning Dept.

Construction/Sales Trailer(s)

- All Construction Trailers should be submitted as a separate permit from site work, etc.
- Each Construction trailer requires a separate permit--(eg. 2 trailers means 2 separate permits).
- What are you applying for?
 - Construction Trailer is a temporary office for only the workers/or for storage.
 - SalesTrailer--public will have access--Is there a conference room? Will there be meetings held? Will the architect/engineer have access?

Other

Some things to consider as you commence with your project:

- Who is running your project?
- Who will be submitting permits, updates, revisions?
- Who is calling to schedule inspections?

If you have any concerns, reach out to us--Contact Donna to check on the status. We want you to succeed! You are responsible for your project.

Questions?

Thank you,
The Building Department