



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 RESIDENTIAL PERMIT INSTRUCTIONS

****IMPORTANT PLEASE READ****

Permits are issued Monday - Friday from 8am - 3:30pm

Please use the SDL Portal on the township website to check the status of your application.

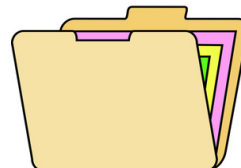
- ☐ **First--You need to know your Permit # _____ Address: _____**
It is also in the upper right hand corner of your Permit Notice and the signed construction permit.
- ☐ **Hang the Permit Notice in a front window so it can be seen from the street until the job is complete.**
- ☐ **Review your permit for any notes written by the Subcodes officials, especially on the technical cards.**
- ☐ **Follow the Inspection Checklist if provided. An Inspection Checklist is not provided for minor work such as replacement of furnace, a/c and water heater, as only a final inspection is required.**
- ☐ **You need to pass all your rough inspections before you can schedule your Building frame inspection.**
- ☐ **If you update or revise your project, you need to submit the appropriate Subcode Technical Section with two sets of documents. Architectural/Engineered drawings (if needed) must be signed with a raised seal. Permit number and/or Control number should be written on the Technical Section in the upper right corner. Forms/handouts and tutorials are on the Building tab on the township website.**
- ☐ **It is the property owner's responsibility to schedule final inspections. Schedule by calling 908-369-4313, extension 7164, 7165 or 7166. When calling, have your permit number available.**
- ☐ **All permit paperwork (signed permit, technical sections, specs, etc) must be onsite for all inspections or the inspection cannot be performed.**
- ☐ **When your project is complete and you have passed all final inspections:
File all the paperwork, including Inspection stickers in a safe place. If you sell the property, this paperwork should be given to new owners.**

If you received your permit in the mail, the permit fee has been paid. Make sure to schedule all required inspections.

If your project requires a Certificate of Occupancy, you will need to complete an application for Certificate of Occupancy after all final inspections are approved. See the Building Department for the application.



**Yellow Placard Hung
In Front Window**



**When your project is
complete, file your permit
In a safe place.**