



Planning a Residential Improvement



A HOMEOWNER'S GUIDE TO THE PERMITTING AND INSPECTION PROCESS

Township of Woodbridge
Mayor John E. McCormac

Updated April 2017



INTRODUCTION



The Construction Code Bureau has prepared this booklet to provide answers to frequently asked questions and to offer guidance to persons planning to build, locate or develop in the Township of Woodbridge



The bureau is staffed with full-time employees, including licensed professionals, to assist you every business day from 8 a.m. to 4:30 p.m., with extended hours until 6:30 p.m. on Tuesdays. Offices are located on the third floor of the Municipal Building, One Main St., Woodbridge, NJ.



Technical Staff:



Marta Darden, Director of Planning & Development

Thomas Kelly, Construction Official



Anthony Tortorello, Assistant Construction Official/Zoning Official

Wayne Clark, Electrical Subcode Official



Joseph Rischak, Fire Subcode Official

Brian Mulligan, Building Subcode Official



Louis Chiricolo, Plumbing Subcode Official

Jonathan Faerber, Elevator Subcode Official



Robert Kazmir, Fire Inspector

Ed Walchtski, Electrical Inspector

Robert Lane, Elevator Inspector



Adam Zawistowski, Building Inspector

John Kaczur, Building Inspector



Office Personnel:

Debbie Bajek, Zoning Secretary

Margaret Paola, Inspection Dispatcher



Daria Maiorana, Office Clerk

Linda Stoveken, Receptionist



Jennifer Scognamiglio, Office Clerk

Janet Lennahan, Technical Assistant/Elevators



Key Phone Numbers:

Building Div. Direct Line: (732)-602-6003/(732)-634-4500 x6457

Scheduling Inspections: (732)-602-6033

Zoning Information: (732)-634-4500 x6421 or x2815





Do I Need a Permit?

Permits are required, (but not limited) to the following:

Zoning approval and Building Permits are required for most home improvement projects including additions, decks, sheds, fireplaces, air conditioning units, swimming pools and tank removals.

An electrical permit is required for most electrical work.

A fire protection permit is required for smoke and heat detectors, tank removals.

A plumbing permit is required for replacement or installation of a furnace, boiler, water service, hot water heater, and sewer or gas lines.

Any uncertainty about needs for permits, or more information, please contact the Construction Code Department at: (732)-634-4500 x6457 or (732)-602-6003.

How long does it take to obtain a permit?

The Zoning Officer will review your application within 48 hours of receipt. If your proposed work is in violation of the Township’s zoning requirements, your application will be rejected and you will receive a “denial of a zoning permit” letter stating the need for a variance. You will then be directed to the Administrative Officer’s secretary to file applications for a public hearing.

The Construction Code Department has twenty days to review an application. However, minor work permits are issued in most cases the same day. In most cases, a small addition or alteration will take no longer than five working days for review.

Must the improvement be inspected?

Upon receipt of a permit, the contractor or homeowner may schedule an inspection based on a completion date. The homeowner or contractor may call the office and schedule an inspection when certain phases or work are complete that require inspections.

See below:

Required basic inspections are:

Footing-Foundation-Slab-Framing-Insulation, as well as, final work, along with electric, plumbing, and fire protection.

TO SCHEDULE INSPECTIONS CALL – (732)-602-6033



Are any other approvals required?

Construction of curbs and sidewalks require a permit from the Engineering Department.
Phone number: (732)-602-6047



A “Dig Number” is required before digging more than one foot deep. The phone number is: (800)-272-1000



What information is necessary to obtain a permit?

A plot plan indicating the location of proposed construction on your property and conformity to the applicable setbacks is required to obtain zoning approvals. The plot plan or survey must be prepared based upon a survey performed by a licensed land surveyor. A survey of your property is a MUST.



Plans must be submitted in accordance with the provisions of the uniform construction code. Two sets of plans and supporting documentation reflecting the manner in which the improvement is to be constructed or installed are required to obtain a building permit. Plans must be prepared by either a New Jersey licensed Architect, Engineer or a single-family homeowner who had prepared his/her own plans for the construction, alteration or repair of a structure used or intended to be used exclusively as his/her private residence, and to be constructed by himself/herself.



How do I know how to prepare the plans?

Building plans must comply with the 2015 International Building Code or 2015 International Residential Code.
(Both codes are New Jersey edition)



Electric plans must comply with the NEC, (National Electric Code), 2014 Edition.



Fire plans must comply with the 2015 International Building Code, New Jersey Edition.



Mechanical Plans must comply with 2015 International Mechanical Code



Plumbing plans must comply with the National Standard Plumbing Code, 2015 edition.



Additions or alterations may necessitate upgrading of existing buildings to comply with current requirements, including but not limited to light, air, egress, and smoke detectors, as part of the construction. The Construction Code Department has general guidelines available to assist residents for most home improvement projects.



The Woodbridge Township Construction Code Department welcomes your comments or suggestions. Please send your comments to:



**WOODBIDGE TOWNSHIP
CONSTRUCTION CODE DEPARTMENT
ONE MAIN STREET – THIRD FLOOR
WOODBIDGE, NJ 07095**





ATTN: THOMAS KELLY, CONSTRUCTION OFFICIAL

