



Construction Permit Approval FAQs

PLEASE NOTE: Construction permits and Engineering permits are not the same and are therefore submitted and reviewed independently of one another by different divisions.

1. Now that I've submitted my permit application, when can I start my improvements?

Only AFTER paying for and picking up an APPROVED permit application can a project/improvement begin.

2. How long does it take for a permit to be approved?

If zoning review IS required

If making exterior improvements (generator, AC, addition, etc.), a permit requires Zoning Officer review. This is a PRIOR APPROVAL required BEFORE construction-related review. Once the Zoning Officer provides approval, the next step in the approval process is construction review. Please note that variance approvals still require Zoning Officer review.

If zoning review IS NOT required

According to NJAC 5: 23-2.11, local construction offices have up to 20 business days from submittal (after zoning prior approval, if needed) to review applications.

3. In addition to the complexity and number of reviews required (see item 2 above), what else can delay approval of a permit application?

Many improvements require specific documentation such as plans and product specifications. Missing, illegible and incorrect completion of paperwork at the time of submittal can delay the review process. Also, please be sure you and your hired professionals (architects, engineers, contractors, etc.) return calls promptly. Many approvals are delayed due to lack of timely response.

4. Is there a way to check on the status of my permit application while it is under review?

YES. To follow the status of your application online, visit www.cityofsummit.org and click the permit tracking button at the bottom right-hand corner of the screen. Once registered, use the property address to view your application review status.



5. How will I know when my permit is ready?

When a permit is ready, either you or your contractor (depending on the number you listed in your application) will receive a call from the construction department with permit fee information and detailed pick-up instructions.

6. How much does my permit cost?

When a permit is ready for pick-up, the office provides information on the amount due. This amount is not known at the time of submittal and is calculated based on the APPROVED permit application.

Additional questions? Our staff is available during business hours to answer any of your questions.

Department of Community Services – Code & Construction Division

• Regular Hours

Monday – Friday

7am – 4:30pm

*Register closes at 4pm

• Summer Hours (Memorial Day - Labor Day)

Monday – Thursday

Friday

7am – 4:30pm

7am – 1pm

*Register closes at 12pm on Fridays during summer hours

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