



# Engineering Permit FAQs

**PLEASE NOTE:** Engineering permits and construction permits (not the same) are submitted to and reviewed by different divisions. Copies of items such as surveys, plans, and zoning board resolutions of approval must be submitted separately for each type of permit application (construction and engineering).

## 1. What kind of work requires an engineering permit?

An engineering permit is required for:

- Curb and/or sidewalk installation or replacement
- Capping a sanitary sewer connection
- Connections to storm or sanitary sewer
- Opening pavement on a street for any reason
- Property grading/land disturbance

## 2. Is a GRADING permit different from other engineering permits?

YES. Grading permits are a specific type of engineering permit required for residential projects that involve land disturbance of 600 square feet or more, including temporary disturbance during construction. This permit is also required whenever there is a cumulative increase in impervious area of 300 square feet or more. This may include, but is not limited to:

- Home additions
- Landscape projects
- Installation of an in-ground pool
- Construction of patios/terraces
- Construction of retaining walls
- Property regrading

A grading permit application **REQUIRES** a plan prepared by a licensed professional. This professional is most often an engineer but the plan may also be completed by a landscape architect, architect, or surveyor. It is **REQUIRED** that engineering staff be notified at least 48 business hours in advance of the start of work under a grading permit. To notify engineering staff, please email Kirolos Salama ([ksalama@cityofsummit.org](mailto:ksalama@cityofsummit.org)) or Sam Koutsouris ([skoutsouris@cityofsummit.org](mailto:skoutsouris@cityofsummit.org)).

## 3. Who is responsible for filling out/filing permits?

Either you or your contractor can handle the completion of an application. How your contract is written with your contractor and how much involvement you want in the permitting process will help you to determine who completes your permit application. To be accepted as complete, all information requested on the permit form must be filled in legibly by the person completing it.

## 4. What fees should I expect for an engineering permit?

**Grading permit** fees are \$400.00, which includes one revision submittal. Thereafter, each submittal must be accompanied by a \$75.00 review fee. In rare instances, a permit may be required for work that does not need a plan. A plan waiver may be requested of engineering staff and, if approved, the fee is \$100.00.

**Curb and sidewalk** permits do not require a fee at this time.

**Other permits** generally require a \$30.00 application fee and a \$75.00 inspection fee. Other fees and refundable deposits may apply.

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## **5. Where can I find more information regarding my responsibilities and the requirements for engineering permits?**

For more information on grading permits and the steep slopes ordinance, please review Part 3 in the Development Regulations Ordinance, which can be found at [www.cityofsummit.org](http://www.cityofsummit.org). For information on city standards for curbs and sidewalks, please enter “Engineering Standards” in the homepage search box.

## **6. What is needed if my sidewalk/curb permit involves a city tree?**

Please call (908) 273-6404 to request that the Recreation, Parks, and Shade Tree Unit Foreman of the Public Works Division evaluate the tree and its roots. You and/or a contractor should never disturb the roots of a city tree.

## **7. When and how do I schedule an inspection?**

Inspections are required for curb and sidewalk work **BEFORE** concrete is poured so engineering staff may ensure the work meets city standards. A permit is also required for connections/disconnections to sewers. With grading permits, the specific inspections that are required are indicated on the approval sheet that is attached to the approved plan given to an applicant when permits are picked up. Minimum notice of 48 hours is **REQUIRED** for all inspections, which must be scheduled through engineering staff. It is also **REQUIRED** that engineering staff be notified 48 hours prior to the start of work under a grading permit. To notify engineering staff, please email Kirolos Salama ([ksalama@cityofsummit.org](mailto:ksalama@cityofsummit.org)) or Sam Koutsouris ([skoutsouris@cityofsummit.org](mailto:skoutsouris@cityofsummit.org)).

## **8. At what point in the construction of my drywell do I need an inspection?**

Inspections for drywells/storm chambers can be scheduled after your engineer has completed a test for soil permeability and sent the report to the engineering office. If the soil will support the design and no revisions are required, you may proceed with installation of the drywell. The inspector is required to view the drywell in place, along with the stone and filter fabric visible, prior to backfilling.

## **Additional questions?**

Our engineering staff is happy to help answer any questions you have that will make your project a success. Please call us at (908) 273-6404 during regular business hours.

## **Department of Community Services - Engineering Division**

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**• Regular Hours**  
Monday – Friday  
8:30am – 4:30pm

**• Summer Hours (Memorial Day - Labor Day)**  
Monday – Thursday | Friday  
8am – 4:30pm | 8am – 1pm

Phone: (908) 273 – 6404

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