



**DEPARTMENT OF COMMUNITY SERVICES (DCS)**  
**CODE/CONSTRUCTION, ENGINEERING, PLANNING/ZONING, PUBLIC WORKS, ENVIRONMENT**  
**NECESSARY FORMS FOR VARIOUS CONSTRUCTION PERMITS**

Work Type	Applications Needed	Documents Needed	Zoning Approval
A/C - Residential (1&2 family)	<ul style="list-style-type: none"> <li>● Electrical</li> <li>● Construction</li> <li>● Mechanical</li> <li>● Jacket</li> </ul>	<ul style="list-style-type: none"> <li>● Survey (3 copies – TO SCALE) showing location of A/C</li> </ul>	✓
A/C – Condo or Multi-family	<ul style="list-style-type: none"> <li>● Electrical</li> <li>● Construction</li> <li>● Plumbing</li> <li>● Jacket</li> </ul>	<ul style="list-style-type: none"> <li>● Survey or Plot Plan(3 copies)</li> <li>● If ductwork penetrates firewall, building technical section required</li> </ul>	✓
A/C Replace	<ul style="list-style-type: none"> <li>● Mechanical</li> <li>● Construction</li> <li>● Electric</li> <li>● Jacket</li> <li>● Chimney Verification</li> </ul>	<ul style="list-style-type: none"> <li>● Survey or Plot Plan(3 copies) showing condenser location and roof screening detail with load req. (by architect)</li> <li>● Manufacturer specs</li> </ul>	✓
Awnings / Signs	<ul style="list-style-type: none"> <li>● Building</li> <li>● Construction</li> <li>● Jacket</li> </ul>	<ul style="list-style-type: none"> <li>● Renderings / plans (2 sets) with color and font specs</li> <li>● If illuminated, then an Electrical Technical Section required</li> <li>● Zoning officer review required</li> </ul>	✓
Bathroom Remodel	<ul style="list-style-type: none"> <li>● Building</li> <li>● Electrical</li> <li>● Jacket</li> <li>● Plumbing</li> <li>● Construction</li> </ul>	<ul style="list-style-type: none"> <li>● Renderings / plans including list of materials used (2 sets) SIGNED by homeowner if resident or architect</li> <li>● Valid home improvement contractor's license</li> </ul>	
Boiler (1 & 2 family)	<ul style="list-style-type: none"> <li>● Plumbing (backflow)</li> <li>● Mechanical</li> <li>● Jacket</li> <li>● Electric</li> <li>● Construction</li> </ul>	<ul style="list-style-type: none"> <li>● Always include a backflow preventer on a plumbing permit when applying for a boiler permit</li> <li>● Direct Vent Bulletin</li> </ul>	
Chimney Liner	<ul style="list-style-type: none"> <li>● Mechanical</li> <li>● Jacket</li> <li>● Construction</li> <li>● Chimney Verif.</li> </ul>	<ul style="list-style-type: none"> <li>● Manufacturer specs on liner</li> <li>● Valid home improvement contractor's license</li> </ul>	
Deck	<ul style="list-style-type: none"> <li>● Building</li> <li>● Jacket</li> <li>● Construction</li> </ul>	<ul style="list-style-type: none"> <li>● Survey (3 copies) with deck location</li> <li>● Plans (2 sets) either architectural or homeowner drawn with framing details, spans, girders, attachment to house, rail and stair</li> <li>● Valid home improvement contractor's license</li> </ul>	✓
Electrical Service- - Replace	<ul style="list-style-type: none"> <li>● Electrical</li> <li>● Jacket</li> <li>● Construction</li> </ul>	<ul style="list-style-type: none"> <li>● Get DR# from contractor so cut in card can be faxed by constr. office to JCP&amp;L immediately after passing inspection</li> </ul>	
Finished basement	<ul style="list-style-type: none"> <li>● Building</li> <li>● Electrical</li> <li>● Construction</li> <li>● Plumbing</li> <li>● Fire</li> <li>● Jacket</li> </ul>	<ul style="list-style-type: none"> <li>● Plans (2 sets) either architectural or homeowner drawn with structural details</li> <li>● Valid home improvement contractor's license</li> </ul>	
Front door new Portico	<ul style="list-style-type: none"> <li>● Building</li> <li>● Construction</li> <li>● Electric</li> <li>● Jacket</li> </ul>	<ul style="list-style-type: none"> <li>● Survey (3 copies)</li> <li>● Plans (2 sets) either architectural or homeowner drawn</li> <li>● Valid home improvement contractor's license</li> </ul>	✓
Fireplace (w/gas insert)	<ul style="list-style-type: none"> <li>● Building</li> <li>● Mechanical</li> <li>● Construction</li> <li>● Jacket</li> </ul>	<ul style="list-style-type: none"> <li>● Manufacturer specs</li> <li>● Valid home improvement contractor's license</li> <li>● Direct Vent Bulletin</li> </ul>	
Furnace – Single family	<ul style="list-style-type: none"> <li>● Mechanical</li> <li>● Construction</li> <li>● Electric</li> <li>● Jacket</li> <li>● Chimney Verification</li> </ul>	<ul style="list-style-type: none"> <li>● Direct Vent Bulletin</li> </ul>	

Furnace – <b>New Homes &amp; Additions</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Construction</li> <li>• Chimney Verification</li> </ul> <ul style="list-style-type: none"> <li>• Electric</li> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Direct Vent Bulletin</li> </ul>	
Gas Insert (for existing fireplace)	<ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Jacket</li> </ul> <ul style="list-style-type: none"> <li>• Construction</li> <li>• Chimney Verif.</li> </ul>	<ul style="list-style-type: none"> <li>• Specs on appliance</li> </ul>	
Garage	<ul style="list-style-type: none"> <li>• Building</li> <li>• Construction</li> </ul> <ul style="list-style-type: none"> <li>• Electric</li> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• City Engineer approval</li> <li>• Survey (3 copies)</li> <li>• Plans (2 sets) architect or owner drawn w/structural details</li> <li>• Valid home improvement contractor's license</li> </ul>	✓
Generator (1 & 2 Family)	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Construction</li> <li>• Plumbing</li> </ul> <ul style="list-style-type: none"> <li>• Electric</li> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Gas riser diagram</li> <li>• Survey (3 copies) with generator location</li> <li>• Generator specs</li> </ul>	✓
Hot tub	<ul style="list-style-type: none"> <li>• Building</li> <li>• Construction</li> </ul> <ul style="list-style-type: none"> <li>• Electric</li> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Survey (3 copies)</li> <li>• Lockable lid specs required</li> <li>• Valid home improvement contractor's license</li> </ul>	✓
Kitchen renovation (Single family)	<ul style="list-style-type: none"> <li>• Building</li> <li>• Electrical</li> <li>• Construction</li> </ul> <ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Mechanical</li> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Plans (2 sets) either architectural/ homeowner drawn</li> <li>• Valid home improvement contractor's license</li> </ul>	
Landscape lighting	<ul style="list-style-type: none"> <li>• Electric</li> <li>• Construction</li> </ul> <ul style="list-style-type: none"> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Survey (3 copies)</li> <li>• Zoning officer review</li> </ul>	✓
Lawn Sprinkler	<ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Jacket</li> </ul> <ul style="list-style-type: none"> <li>• Construction</li> </ul>		
Oil Tank/LP Tank/Gas Tank - <b>REMOVAL</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Jacket</li> </ul> <ul style="list-style-type: none"> <li>• Construction</li> </ul>	<ul style="list-style-type: none"> <li>• DEP certificate for removal</li> <li>• <i>If the tank is a UST (Underground Storage Tank) then 1 permit application submitted for EACH tank being removed.</i></li> <li>• \$40 – no State fee</li> <li>• Inspection is required <b>WHILE HOLE IS OPEN &amp; AFTER</b></li> </ul>	
Patio	<ul style="list-style-type: none"> <li>• No permit</li> </ul>	<ul style="list-style-type: none"> <li>• 1 land survey to scale marking improvement location</li> <li>• Non-UCC Zoning Approval Coversheet</li> </ul>	✓
Pool – Above ground (* Pool heater)	<ul style="list-style-type: none"> <li>• Building</li> <li>• Electric</li> <li>* Fire</li> </ul> <ul style="list-style-type: none"> <li>• Construction</li> <li>• Jacket</li> </ul>	<ul style="list-style-type: none"> <li>• Ladder type – gate and fence required</li> <li>• Valid home improvement contractor's license</li> <li>• Zoning Review Worksheet</li> </ul>	✓
Pool – In ground (* Pool heater)	<ul style="list-style-type: none"> <li>• Building</li> <li>• Electrical</li> <li>• Jacket</li> <li>* Fire</li> </ul> <ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Construction</li> <li>• Mech (if heated)</li> </ul>	<ul style="list-style-type: none"> <li>• Eng/grading app required</li> <li>• Zoning Review Worksheet</li> <li>• Zoning approval – Survey (3) to scale</li> <li>• Pool specs, pool barrier type (e.g. fencing)</li> <li>• Signed and sealed plans</li> <li>• Valid home improvement contractor's license</li> </ul>	✓
Porch/stoop	<ul style="list-style-type: none"> <li>• Building</li> <li>• Jacket</li> </ul> <ul style="list-style-type: none"> <li>• Construction</li> </ul>	<ul style="list-style-type: none"> <li>• 3 surveys</li> <li>• Plans (2 sets) either architectural or homeowner drawn with footing, framing &amp; electric (if applicable)</li> <li>• Valid home improvement contractor's license</li> </ul>	✓

Radon System	<ul style="list-style-type: none"> <li>• Building</li> <li>• Construction</li> <li>• Electric</li> <li>• Jacket</li> </ul>		
Roof - <b>RESIDENTIAL</b> <b>(patch/cover replace only)</b>	<ul style="list-style-type: none"> <li>• No permit needed</li> <li>* Building (see note) →</li> </ul>	<ul style="list-style-type: none"> <li>* If plywood is replaced or added – Building Technical Section required</li> </ul>	
Shed (Under 200 sqf. or less than 10ft tall w/ no utilities)	<ul style="list-style-type: none"> <li>• No permit needed</li> <li>• Zoning approval required</li> </ul>	<ul style="list-style-type: none"> <li>• Survey (3 copies) with shed location</li> </ul>	✓
Shed (Above 200 sqf. and/or taller than 10 ft tall and/or with * utilities)	<ul style="list-style-type: none"> <li>• Building</li> <li>• Construction</li> <li>• Jacket</li> <li>• Zoning approval required</li> </ul> <p>*Electric, Mechanical, Fire depending on utilities</p>	<ul style="list-style-type: none"> <li>• Survey (3 copies) with shed location</li> <li>• If purchased from a garden center, need brochure showing specs</li> <li>• If stick built by contractor or homeowner, 2 sets of plans showing, footing, foundation, floor system, framing</li> <li>• 4' off the property line</li> <li>• Zoning approval required</li> </ul>	✓
Solar Panels	<ul style="list-style-type: none"> <li>• Building</li> <li>• Jacket</li> <li>• Electric</li> <li>• Construction</li> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Zoning approval required</li> </ul>	✓
Sump Pump & French Drain	<ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Jacket</li> <li>• Electric (only if plug is installed)</li> <li>• Building</li> <li>• Construction</li> </ul>		
Termite Damage	<ul style="list-style-type: none"> <li>• Building</li> <li>• Jacket</li> <li>• Construction</li> </ul>		
Water Heater – Gas <b>(1 &amp; 2 Family)</b>	<ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Jacket</li> <li>• Chimney Verification</li> <li>• Construction</li> </ul>		
Water Heater – Gas <b>(1 &amp; 2 Family) New Homes &amp; Additions</b>	<ul style="list-style-type: none"> <li>• Fire</li> <li>• Jacket</li> <li>• Chimney Verification</li> <li>• Construction</li> <li>• Plumbing</li> </ul>		
Water Heater – Electric <b>(1 &amp; 2 Family)</b>	<ul style="list-style-type: none"> <li>• Mechanical</li> <li>• Construction</li> <li>• Plumbing</li> <li>• Electric</li> <li>• Jacket</li> </ul>		
Water Softener	<ul style="list-style-type: none"> <li>• Plumbing</li> <li>• Jacket</li> <li>• Electric (if needed)</li> <li>• Construction</li> </ul>		
Window – change in size / location	<ul style="list-style-type: none"> <li>• Building</li> <li>• Jacket</li> <li>• Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Header details (2 sets) Homeowner drawn or architectural)</li> </ul>	
Window – same exact location	<ul style="list-style-type: none"> <li>• No permit needed</li> </ul>		