



BOROUGH OF SOUTH PLAINFIELD

Building Department

2480 Plainfield Avenue

South Plainfield, New Jersey 07080

Tel: 908-226-7640 Fax: 908-756-4761

NEW COMMERCIAL BUILDING (ADDITION) CHECKLIST

- 1) Engineering Release Letter. Borough Engineer letter will state all fees and bonds are satisfied and may apply for building permit.
__ Sewer Connection Fee; __ Safety and Stabilization Guarantee;
__ Engineering Inspection Fee; __ Bonds are all paid to the Municipal Clerk;
__ Signed and Sealed Plot Plans (three (3) copies).
- 2) Tree Removal Permit - See Dr. Alice Tempel.
- 3) If proposed building lot was part of a subdivision, you must provide a copy of the filed signed plat or filed signed deed along with the application.
- 4) Board Resolution or Zoning Permit Approval.
- 5) Copy of paid Non-Residential Development Fee Application signed by the Tax Assessor and Borough Clerk or exemption letter.
- 6) Copy of Soil Conservation Certification Letter or Exemption Letter.
- 7) Sewer availability letter from Clerks Office.
- 8) Water Availability Letter from water utility.
- 9) Completed and signed construction permit jacket and subcode applications along with appropriate seals, if required.
- 10) Two (2) sets of RAISED SEAL drawings done by a New Jersey Licensed Architect or Engineer. Plans shall include building, electrical, plumbing, mechanical and fire subcode specifications sufficient to determine code compliance.
- 11) Copy of current valid State licenses for each subcode.