



Borough of South Plainfield  
2480 Plainfield Avenue  
South Plainfield, NJ 07080

### **APPLICATION GUIDELINES FOR NEW HOMES**

1. Engineering release letter from Borough Engineer. You must pay sewer connection fees and engineering inspection fees to the borough clerk and receive a letter from borough engineer prior to applying for a building permit.
2. Tree removal/replacement permit: See Dr. Alice Temple
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. Completed zoning application and \$25 fee along with three copies of proposed location survey by NJ licensed surveyor. Proposed survey must show proposed house, porches, decks, cantilevers and chimneys, etc.
5. Copy current validated state builders registration card and number (only exception is for owner/occupant who is building and will live in the new home. Homeowner must sign affidavit on inside of construction jacket.
6. Water availability letter from water utility.
7. Copy of soil conservation certification letter. Only exception is isolated lot for single family home with soil disturbance under 5,000 square feet.
8. Completed and signed construction permit jacket and all subcode applications along with appropriate seals if required.
9. Two sets of raised seal drawings by NJ licensed architect. Plans shall include building, electrical, plumbing, mechanical, and fire subcode specifications sufficient to determine code compliance.

## **New Home Inspection Request**

You must call 226-7640 with your permit number, address and type of inspection you are requesting at least 24 hours prior to your inspection. (Approved plans must be on-site during all inspections).

1. **Footing**: Prior to placement of concrete. All forms in place and grounding wire connected to rebar if rebar used in footing.
2. **Foundation/Backfill**: 3 copies of as build foundation survey prior to requesting inspection. All waterproofing and perimeter drains must be in place. All anchor bolts in place.
3. **Sill Inspection**: Prior to floor framing. All sill plates must be anchored within 12" of corners, ends and upper sill plate splices. Minimum 2 bolts per place section.
4. **Underground Plumbing, Mechanical or Electrical**: Prior to covering
5. **Slab**: Prior to placement of concrete for on grade floors, basement and garage floors.
6. **Sheathing**: Prior to roofing or siding. Sheathing must extend to upper top plate and be nailed 6" or less on all edges and ends and 12" on all intermediate areas.
7. **Rough Plumbing & Rough Electric**: Must be approved prior to rough framing.
8. **Smoke Detector Locations**: Call Fire department (754-4761) to setup inspection.
9. **Rough Framing**: Seal all penetrations between levels with fire caulk/fire safing. Any changes from approved plans require a revision for the architect.
10. **Insulation**: All exterior walls and ceilings must have a continuous rip free vapor barrier including over exterior wall ductwork. Perimeter basement insulation must be un-faced or covered with sheetrock.
11. **Final Fire**: Call 756-4761 to setup inspection.
12. **Final Electric and Final Plumbing**
13. **Engineering Release**: Contact CME (732-727-8000) to schedule inspection. No certificate of occupancy can be issued without this release.
14. **Final Building**: Have soil conservation and homeowners warranty of applicable. Provide three copies of final as build survey.