

COMMERCIAL BUILDING PERMIT APPLICATION INSTRUCTIONS

ALL ITEMS MUST BE FILLED OUT IN THEIR ENTIRETY OR THE PERMIT WILL BE CONSIDERED INCOMPLETE AND WILL BE RETURNED TO THE APPLICANT

The items below follow the numbering on the Building Permit Application. The Design Professional for the project should be able to answer all questions concerning the required information. The Building Code Official cannot answer Code Reference questions for the Application.

- 1. Applicant:** The person submitting the application and responsible for paying the permit fee. The contact person will be called when the permit is ready.
- 2. Prop. Owner:** Person or entity that holds title to the property.
- 3. Contractor:** Company/person responsible for the work under the permit.
- 4. Design Professional:** Person responsible for developing and stamping the construction drawings and assuring compliance with the Uniform Construction Code.
- 5. Description of Property:** Physical address of property including street address and floor number or suite number as applicable.
- 6. Variance:** Self explanatory.
- 7. Submitted Items:** Self explanatory.
- 8. Fire Protection System:** If the building has a fire protection system, describe the system and list the Fire Code Section that describes the system.
- 9. Use and Occupancy Classification for Building:** Fill in correct classification as described in Chapter 3 of the International Building Code.
- 10. Construction Type:** Fill in correct type as described in Chapter 6 of the International Building Code.
- 11. Area:** Largest floor of building in square feet. New Construction is the area being renovated for a partial floor or existing building in square feet or the newly constructed area for a new building. Building volume is for either the renovated area or newly constructed area, as applicable.

Applicant Signature: Signature of person described in Section 1.

The building permit will be reviewed within two weeks of submission. If the permit application is deemed incomplete, the applicant will be notified and must come to the Borough Office to pick up the incomplete application and submitted materials. When returned, the application will be treated as a new submission, and it may take up to two weeks from the date of re-submission for the application to be reviewed.