

Zoning Permit Application Checklist

Revised 1/7/26

Addition

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Improvements & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Two (2) Sets of Building Plans Signs & Sealed (Raised) (By NJ Licensed Architect, Engineer, or Homeowner)
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Basement

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Two (2) Sets of Building Plans Signs & Sealed (Raised) (By NJ Licensed Architect, Engineer, or Homeowner)
- Assessment Analysis Worksheet (Tax Division Form)
- Bedroom Confirmation Form
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)

Deck, Patio, Walkway, Driveway

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Improvements (Patio survey must show grading plan. Plan must specify pitch/slope away from structure, and must show location of any trees 6" in diameter or larger within the area of disturbance.)
- Two (2) Sets of Building Plans Signed & Sealed (Raised) (By NJ Licensed Architect, Engineer, or Homeowner)
 - Detailed patio plan with dimensions from corner to corner of the patio & building, sitting wall dimension & weep holes location. Show location of steps with dimensions & show handrail if more than 3 steps are needed
 - Must note: "Slope at 2% minimum away from foundation/structure" on plan
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Flag Pole

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Location & Height of Improvement (35' Maximum)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Trailers (For Business Use)

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Two (2) Copies of Survey Showing Trailer Location
- Two (2) Sets of Plans Showing Access Ramps & Anchoring
- Property Owner Authorization

Exterior Sign (Ground)

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signed & Sealed (Raised) by NJ Licensed Architect or Engineer
- Septic System Setback Certification Form (*if applicable*)
- Property Owner Authorization

Exterior Sign (Facade)

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Two (2) Sets of Signed & Sealed (Raised) Plans (Show Linear Feet of Storefront, Height of Façade, Elevations, Color, Materials, Dimensions and Square Footage of Proposed Sign)
- Survey/Site plan Showing Business location & Distance to Nearest ROW, drawn to scale.
- Property Owner Authorization

Fence

- Fence Permit Application
- \$35 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Proposed Fence Location & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Food Vending Trucks

Permitted only on Private Property

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Two (2) Copies of Survey Showing Truck Location
- Property Owner or Property Manager Authorization

Gazebo

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Improvements & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Two (2) Sets of Building Plans Signs & Sealed (Raised) by NJ Licensed Architect, Engineer, or Homeowner
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Generator

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Improvements & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Property Owner Authorization
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Hot Tub

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Proposed Location, drawn to scale & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Sales Cover/Building Plans
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Lawn Sprinklers

Not permitted in Public Right-of-Way (ROW)

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Sprinkler Head Locations
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

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Pool

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Topographical Survey Showing Improvements, drawn to scale
- Three (3) Sets of Signed & Sealed (Raised) Pool Plans
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Pool House

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Improvements & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Two (2) Sets of Building Plans Signs & Sealed (Raised) by NJ Licensed Architect, Engineer, or Homeowner
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Residential Dwelling

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Signed & Sealed Survey, which must show location of any trees 6" in diameter or larger within the area of disturbance.
- Two (2) Sets of Building Plans Bound & Signed/ Sealed (Raised) by a Professional Architect or Engineer (Modular homes only require a seal on foundation Plans; house plans need to be stamped by approved agency)
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)
- Engineering Division Approval (Individual SFD sent to Engineering Division for review after Zoning approval is given; major developments need approval letter upon submittal)

Rooftop A/C Unit

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Two (2) Copies of Survey or Google Aerial View Showing Location of A/C Unit
- Two (2) Copies of Plans Indicating Location Signed & sealed (Raised)
- Property Owner Authorization

Satellite Dish/Antenna

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Location of Dish on Property
- Indicate Height, Color, & Diameter of Dish on Application
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)
- Construction Permits needed ONLY if new antenna/new electrical service

Solar Panels

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Location of Panels on Property or Pad for Rooftop Panels
- Two (2) Sets of Signed & Sealed (Raised) Plans
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Shed

(Sheds over 12'x18' or 216 sq. ft. are classified as a garage)

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Proposed Shed Location, drawn to scale & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Two (2) Sets of Building Plans (Prefab sheds under 100 sq. ft. only need a copy of the sales cover)
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form) (Not needed for shed under 100 sq. ft.)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Sports Court

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey Showing Improvements & showing location of any trees 6" in diameter or larger within the area of disturbance.
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Landscape & Fencing Plan
- Grading Plan; showing existing & proposed grades
- Engineering Division Approval (Grading Plan sent to Engineering Department for review after Zoning approval)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

Tenant Fit-Up

New Construction or Mercantile

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Property Owner or Management Company Authorization Letter
- Two (2) Sets of Signed & Sealed (Raised) Plans (FYI Health Department is required to review all Restaurant & Hotel permit applications)
- Septic System Setback Certification Form (*if applicable*)
- Construction permits needed ONLY if work is being done to occupy space

EV Chargers (Commercial)

- Zoning Permit Application
- \$40 Application Fee (check or exact cash)
- Three (3) Copies of Survey or Google Aerial View Showing Location of EV Chargers
- Two (2) Copies of Plans Indicating Location
- Specification of Product
- Property Owner Authorization
- (*If assessable Parking lot*) Site Plan signed and sealed (Raised) showing accessible route & signage details