Zoning Permit Application Checklist

Revised 9/18/26

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

Generator/ Above-Ground Oil Tank
- ☐ 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*)

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.
- ☐ Picture of proposed fence
- ☐ 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 / Pergola
- ☐ 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*)

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 / Garage / Carport / Pole Barn
(*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 Signs & Sealed (Raised) by NJ Licensed Architect, Engineer, or Homeowner* (Prefab sheds 200 sq. ft. and under 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

Exterior Façade Work (Commercial)
- ☐ 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
- ☐ Survey/Site plan Showing Business location & Distance to Nearest ROW, drawn to scale.
- ☐ Property Owner Authorization

***Homeowner-prepared plans are permitted **only for detached single-family dwellings**. Those plans must be signed and dated by the homeowner and include the homeowner's address, even if it's the same address where the work is to be performed.*

Forms may be found at https://westwindsornj.org/forms-permits