

# Permit Application Checklist

## A/C UNITS

- UCC Construction permit application-F100
- Copy of Manufacturers Installation Manual
- Electrical Subcode application-F120
- Plumbing Subcode application (commercial)-F130
- Mechanical Subcode application (residential)-F145
- Manual J or D Reports
- No condensate lines may empty into sanitary sewer

## HOT WATER BOILER

- UCC Construction permit application-F100
- Copy of Manufacturers Installation Manual
- Electrical Subcode application-F120
- Plumbing or Mechanical Subcode application-F130/F145
- Chimney verification form-F370

## WATER HEATER

- UCC Construction permit application-F100
- Copy of Manufacturers Installation Manual
- Electrical Subcode application-F120 (if unit is electrical)
- Plumbing Subcode application-F130 (commercial only)
- Mechanical Subcode application-F145 (residential)
- Chimney verification form-F370

## DUCTWORK

- UCC Construction permit application-F100
- Building Subcode application-F110 (soffits)
- Mechanical Subcode application-F145 (existing house)
- Manual D report
- 2 sets of plans for ductwork layout

## SIGNS

- UCC Construction permit application-F100
- Electrical Subcode application-F120
- Building Subcode application-F110
- Zoning Permit application
- 2 Complete sets of signed/raised seal plans

### **WATER SERVICE**

- UCC Construction permit application-F100
- Plumbing Subcode application-F130

### **POOL DEMO**

- UCC Construction permit application-F100
- Building Subcode application-F110
- Indicate type of pool fill to be used
- Provide receipt from recycling facility (if applicable)

### **HVAC REPLACEMENT**

- UCC Construction permit application-F100
- Copy of Manufacturers Installation Manual
- Electrical Subcode application-F120
- Mechanical Subcode application-F145
- No condensate lines may empty into sanitary sewer

### **SEWER REPLACEMENT**

- UCC Construction permit application-F100
- Plumbing Subcode application-F130
- MUA Road Opening Permit (if applicable)

### **ELECTRICAL SERVICE**

- UCC Construction permit application-F100
- Electrical Subcode application-F120
- Letter stating electric is safe to be turned back on (if applicable)

### **ABOVE/UNDERGROUND STORAGE TANKS**

- UCC Construction permit application-F100
- Fire Subcode application

### **MINI SPLIT SYSTEM**

- UCC Construction permit application-F100
- Electrical Subcode application-F120
- Plumbing Subcode application-F130/Mechanical Subcode application F-145 (if existing residential)
- Copy of Manufacturers Installation Manual

### **DECK INSTALLATION**

- UCC Construction permit application-F100
- Zoning permit application
- Property Survey showing where the deck will be going on the property
- Building Subcode application-F110
- 2 sets of detailed plans

### **ADDITION**

- UCC Construction permit application-F100
- Building Subcode application-F110
- Electrical Subcode application-F120
- Fire Subcode application-F140 (if required)
- Plumbing Subcode application-F130 (if required)
- Zoning Permit application
- Property survey showing where addition is being added
- 2 Detailed & Complete sets of plans

### **ABOVE GROUND POOL**

- UCC Construction permit application-F100
- Building Subcode application-F110
- Electrical Subcode application-F120
- Zoning Permit application
- Property Survey-showing the pools location
- Copy of pool & pool equipment specs (ladder, filter, pool type and size)
- 2 sets of electrical drawings
- 2 detailed & complete sets of plans

### **INGROUND POOL**

- UCC Construction permit application-F100
- Building Subcode application-F110
- Electrical Subcode application-F120
- Plumbing Subcode application-F130
- Fire Subcode application-F140 (needed for enclosed pool heater)
- Zoning Permit application
- Property Survey showing location of pool
- 2 Detailed and Complete sets of plans
- Copy of pool & pool equipment specs (ladder, filter, pool type and size)

### **SOLAR PANELS-ROOF/GROUND MOUNTED**

- UCC Construction permit application-F100
- Zoning Permit application
- Building Subcode application-F110
- Electrical Subcode application-F120
- Fire Subcode application-F140
- 2 Complete sets of signed/sealed plans
- 2 Copies of architect/engineer certifying roof support (roof mounted)

### **BUILDING DEMO**

- UCC Construction permit application-F100
- Building Subcode application-F110
- Letters stating all utilities have been shut off (PSE&G, Water, Sewer, Etc.)
- Asbestos abatement letter

**ALL ZONING PERMITS MUST BE SUBMITTED WITH A COPY OF THE PROPERTY SURVEY. SHOWING THE PROPOSED LOCATION OF THE WORK & DISTANCE FROM THE PROPERTY LINES. A DRAWING/PICTUR OF THE PROPOSED LOCATION WILL NOT BE ACCEPTED. BURLINGTON TOWNSHIP DOES NOT KEEP COPIES OF PROPERTY SURVEYS ON FILE. IT IS THE RESPONSIBILITY OF OWNER/CONTRACTOR TO PROVIDE A COPY WITH PERMIT APPLICATION.**

**FOR QUESTION RELATING TO ZONING PLEASE REFERENCE THE TOWNSHIP ORDINANCE, CHAPTER 330.**