

# SPARTA TOWNSHIP BUILDING DEPARTMENT PROCEDURES FOR BUILDING YOUR OWN HOME

Once you have selected the lot on which you plan to construct your new home, the following steps should be taken:

1. **CONTACT THE PLANNING AND ZONING DEPARTMENT (973) 729-8093**
  - For zoning permit application
  - To find out what the setbacks (the distance from all lot lines) are for your property. This will determine the size home you can build.
  - If your lot is not large enough in accordance with the zoning ordinance, the Planning & Zoning Department can supply you with information on how to apply for a variance
  - Obtain proposed height calculations of your home from an Engineer or Architect
2. **CONTACT SUSSEX CTY HEALTH SERVICES (973) 579-0370**
  - For information on Percolation Tests, Soil Permeability and Soil Logs. These tests will determine lot suitability for septic system design.
  - To apply for your septic and/or well permit. A septic and well permit must be issued prior to issuance of a construction permit.
3. **OBTAIN SOIL EROSION PERMIT FROM SUSSEX COUNTY SOIL CONSERVATION DISTRICT (973) 579-5074**
4. **APPLY FOR YOUR DRIVEWAY OPENING PERMIT**
  - Township road driveway openings: Shall comply with grades and paving requirements and must be shown on the site plan. Contact Twp. Engineering Dept. at (973) 726-3614.
  - Should your driveway open out onto a state road, contact the NJDOT for a driveway opening permit (973) 770-5137.
  - Should your driveway open out onto a county road, contact the County Road Department (973) 579-0430, for a driveway opening permit.
  - Should the driveway open out onto a private road, a permit is not needed. However, contact the Lake Association or Homeowner's Association in your area and check with them regarding the driveway opening.

## NOW YOU ARE READY TO APPLY FOR YOUR CONSTRUCTION PERMIT APPLICATION

5. **CONTACT THE BUILDING DEPARTMENT (973) 729-9888**
  - For your application for a single family dwelling construction permit
6. **COMPLETING YOUR APPLICATION FOR A CONSTRUCTION PERMIT**

*Complete the manila folder*

  - **Construction Permit Form** – The owner or the contractor must complete this form.
  - **Building Subcode Form** – The owner or the contractor must complete this form.
  - **Electrical Subcode Form** – This form must be completed, sealed and signed by the electrician (or homeowner, if the home is to be occupied by himself and the owner will be doing all the electrical work). *Include panel schedule and DR# from JCP&L.*
  - **Plumbing Subcode Form** – This form must be completed, sealed and signed by the plumber (or homeowner, if the home is to be occupied by himself and the owner will be doing all the plumbing work). *Include Riser Diagram.*
  - **Fire Subcode Form** – This form is to be completed by the homeowner or contractor.

**7. ALONG WITH THE ABOVE FORMS, ALSO INCLUDE THE FOLLOWING:**

- Septic Permit and Well Permit
- Certified Erosion Plan (Sussex County Soil Permit)
- Plot Plan – Sealed by a New Jersey engineer showing the proposed location of the house (as submitted to the Health Department).
- The plot plan must show topography of land and all setbacks and driveway location and grades.
- Two (2) sets of plans sealed by a New Jersey architect. The homeowner may draw plans of the home to be occupied by himself.
- All plans must be in accordance with the State of New Jersey Building Codes.
- Copy of approved Zoning Permit.

If you construct the home yourself, you will not be covered under the New Jersey's Homeowner's Warranty, which registered builders must carry. If this house is sold before the lapse of 10 years, you must tell the new buyer this house is not covered. Please note a homeowner cannot build a second house until five years have lapsed from his first house without a Builder's Registration Card.

**8. FOR MODULAR DWELLING APPLICATIONS**

All the above remains the same except the following:

- ONE (1) copy of plans with the Stamp of Approval of the Inplant Inspection Agency. This stamp has to be on each sheet of the Premanufactured System Documentation, and signed by a designated employee of the agency.
- No plans will be accepted for modulars without the Stamp of Approval.
- TWO (2) copies of foundation plans sealed either by a New Jersey architect or engineer.
- No foundation plans will be accepted without the seal.

**9. THE CONSTRUCTION PLANS ARE TO SHOW:**

- Four elevations
- Foundation plan – showing: footing and foundation wall sizes
  - ❑ Size and direction of floor joist
  - ❑ Column location and girder size
  - ❑ Size and location of windows
- First/Second floor plan – showing windows, doors and room sizes
- Typical Section – showing all details from footing size to type of roof shingles
- Percentage of glass to exterior wall
- Type of insulation in ceiling, walls and floors over unheated space, i.e., crawl space. Must show compliance with Energy Code
- Location of smoke detectors and carbon monoxide detectors
- Location and size of egress windows
- Slab insulation on grade – R-7 minimum
- Vapor barrier
- Joist/rafter size and span
- Plywood, type siding
- Total volume (in cubic feet)
- Plumbing and electrical schematics are to be provided as well as H.V.A.C. specifications and calculations
- Compliance with Radon Hazard Subcode

**10. REVIEW OF APPLICATION**

Once the above application is complete, submit it to the Building Department for review. (If any of the above is omitted from your application, your application cannot be reviewed.)

It will take approximately one week for the various inspectors (i.e., plumbing, electrical, fire and building) to review your application. Your permit for new construction can then be issued and a fee will be calculated at that time.

The fee is based on the cubic foot volume of the home as well as the number of fixtures for plumbing, electrical, mechanical and fire. The larger the home, the higher the fee. As a guideline, an average home with an average number of fixtures can run from \$1,000 to \$2,500.

**11. MISCELLANEOUS INFORMATION**

If a construction pole has to be installed, a separate electrical permit will have to be applied for.

A separate permit for the installation of well pump will have to be obtained from the Health Department.

**12. INSPECTIONS REQUIRED**

- Footing (prior to placing concrete)
- Submit foundation location survey (prior to framing or placement of modular)
- Backfill (plaster and tar below grade) foundation drains
- Slab – before placing concrete
- Underground/Rough plumbing (water/air test)
- Rough electric
- Fuel tank and line
- Framing and fireplace
- Insulation (check for proper insulation of heated places)
- Finals on building, electric, fire and plumbing (smoke test required on modulars)

*Please note – By law the Building Department has 72 hours to make inspections. Set up your inspections so that construction will not be held up. All inspections are called into the Building Department (973) 729-9888.*

**13. CERTIFICATE OF OCCUPANCY (C.O.)**

In order to obtain your C.O., the following must be completed:

- Complete “Application for Certificate” form
- Clearance from Planning & Zoning Department (height certification required)
- Final on driveway (or bond posted)
- Certificate of Compliance on the septic from the Health Department
- Certificate of Compliance from the Health Department for well or certificate of compliance from the Water Department for city water
- Homeowner’s Warranty, if applicable
- Final location survey (showing decks, steps, overhangs, etc.)
- Final building, plumbing, electric and fire inspections
- Final on grade and seed from Soil Conservation District

**NO CERTIFICATE OF OCCUPANCY CAN BE ISSUED  
WITHOUT THE ABOVE PRIOR APPROVALS.  
NO BUILDING CAN BE USED OR OCCUPIED UNTIL A  
CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.**

We hope this makes the process of obtaining a Building Permit somewhat easier to understand. Should you have any additional questions, please do not hesitate to call for advice or assistance (973) 729-9888. Thank you.