

Frequently Asked Questions – Construction Division

What are the benefits of having a building permit?

1. **Increased Value** — Your home or business is an investment. If your construction project does not comply with the codes, the value of your investment could be reduced.
2. **Insurance** --- Property insurers may not cover work done without permits and inspections. If you decide to sell a home or building that has had modifications without a permit, you may be required to do costly repairs.
3. **Protection** — A property owner who can show that code requirements were strictly and consistently met, as demonstrated by a code official's carefully maintained records, has a strong ally if something happens to trigger a potentially destructive lawsuit.
4. **Ensures Safety** — A permit also allows the code official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. By following code guidelines, your completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends or future owners.

What are the hours of operation?

The Building department office is open from 8:00 am to 4:30 pm, Monday through Friday. Inspectors are in the office during the early morning 7-8 AM for questions and afternoons 1:30- 2:30 PM to help you.

Does my contractor need a license/registration to work on my house? Yes. Effective January 1, 2006 all home improvement contractors must be registered with the NJ Division of Consumer Affairs. They will have to produce a registration card from the State before any permits can be issued. This is, a benefit to the homeowners. For more information call Consumer Affairs: 1-888-656-6225. Electrical & Plumbing contractors must be licensed by the State of NJ.

Do I need a permit to replace my water heater, furnace, boiler, AC?

Yes, a permit is required to replace your water heater, furnace, boiler or AC. These appliances are all required to have a permit and to be inspected.

Can I do my own work?

Yes. In the house you live in and own, you may perform your own work in all four trades (building, electric, plumbing, fire) and you can draw your own plans for the work to be undertaken, as long as you can provide a detailed drawing of the proposed work. If you decide to hire someone to do the work, you must file for a change of contractor. Underground oil storage tank removal/abandonments must be licensed by NJDEP.

Do I need an Architects drawing?

Not always. Some projects may be done by the homeowner when the work is being done by you and where the home is your primary residence. However, the drawings must have sufficient details for the subcode official to review.

What are the permit fees for when I already pay my taxes?

As required by state law, the Construction Division shall be self-sufficient. When State legislators enacted the Uniform Construction Code in 1977, they felt that they wanted only those who use the process to pay for the process and not to further burden the taxpayers who don't ever need to use the process. The construction division is dedicated by rider and self-sufficient to provide service to all residents within Marlboro Township.

What makes the inspectors qualified to inspect my work?

All our inspectors are licensed by the State of New Jersey, Department of Community Affairs, Division of Codes and Standards to inspect all phases of construction required to have a permit.

How long does it take to obtain a permit?

It depends upon what type of work is involved. State law requires that we review your application within 20 working days. Smaller projects may not require as much time and may be issued earlier.

What do you accept as payment?

Cash, checks, money orders made payable to the Marlboro Township or on-line credit card payment.

Who is responsible for obtaining the permit? My contractor or myself?

You, as the property owner, are responsible for all things related to your property. Some contractors will secure the permit for you. But you must ensure that the contractor does this prior to performing any work.

How long is my permit good for? Does it expire?

Building permits are good for 1 year from date of issuance and 6 months after the last inspection thereafter. Any permits beyond this date may be deemed voided and may incur additional fees to reinstate a voided permit.