

NEW SINGLE-FAMILY HOMES PERMIT APPLICATIONS

Please include the following with applications for New Single-Family Homes:

1. Construction Permit Application (Form [F-100](#))
2. Building Subcode Technical Section (Form [F-110](#))
3. Electrical Subcode Technical Section (Form [F-120](#))
4. Plumbing Subcode Technical Section (Form [F-130](#))
5. Fire Subcode Technical Section (Form [F-140](#))

One technical sheet should be filled out for each contractor doing work on project.

6. One copy of spec sheets for each fuel fired appliance being installed (water heater, furnace/boiler, air conditioner, etc.)
If a gas fireplace is being installed, the specs submitted must show that the appliance is UL/NFI/ETL (etc.) listed and the clearances for installation.

7. Three sets of construction plans, two of which MUST be signed & sealed by the architect
The date on the plans submitted must match the date of the plans seen and approved by the Planning Board and the Board Engineer

8. Two signed & sealed ResCheck Certificates

The location at top of page MUST say “Westwood, New Jersey”

PRIOR APPROVALS REQUIRED

The following applications must be submitted and the corresponding letter must be issued prior to the issuance of a Construction Permit.

1. [Planning Board Application](#) – In order to build a new home, approval must be obtained from the Planning Board. Once approval is obtained, a resolution is drawn up and voted on at the following meeting. Once that resolution is approved and signed by the Chairman of the Board, a copy will be submitted to the Building Department on your behalf along with a set of approved plans from the Planning Board.
2. [Bergen County Soil Conservation District application](#) – If a minimum of 5,000 s.f. of soil is being disturbed, an approval from BCSCD may be required. Please apply or verify with BCSCD.
3. [Ministerial Soil Movement Application](#) – Regardless if Bergen County Soil Conservation District is involved or not, a Soil Movement Application **MUST BE** submitted to the Clerk's Office with the corresponding information requested on application if moving more than 10 c.y. of soil.