



West Windsor Township

Residential Roof-Mounted Photovoltaic (PV) Solar System Permit Application Guidance

West Windsor's Division of Code Enforcement has compiled this guidance document to assist an applicant with the preparation of a residential roof-mounted PV solar system Construction Permit Application. By following the guidance provided in this document it should help to facilitate a faster permit and plan review process by reducing delays due to rejected applications.

This document contains a detailed listing of requirements that consistently represent deficiencies found in PV permit submissions. These deficiencies have created delays in the approval of Construction Permit Applications.

Please utilize the herein provided information and checklist(s) to review your application documentation to ensure the submission's completeness. This will help facilitate an efficient application processing. **It is each applicant's responsibility to ensure their application is complete and accurate.** It is the Code Enforcement Division's responsibility to ensure compliance with NJ Uniform Construction Code (UCC) Regulations and review the design for Code compliance.

After reviewing the included information, if you have further questions, you may contact the West Windsor Township Code Enforcement Division directly for further assistance.

Phone inquiries - **609-799-8490**

Email inquiries – **CodeEnforcement@WestWindsorTWP.com**

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PLEASE NOTE: Construction **SHALL NOT** begin until an approved Construction Permit has been released from the Code Enforcement Division.

Prior Approvals

Explanation

Prior Approvals represent an affirmative answer or an acknowledgment, which is granted by outside agencies and/or organizations, for the approval of a proposed construction project.

Certain outside agencies and/or organizations, outside the Code Enforcement Division, must provide their approvals **prior** to the application for, and processing, of a Construction Permit Application.

The Code Enforcement Division functions as the “flood gate” for proposed construction projects. Without perfected Prior Approvals, the Code Enforcement Division may not release, and in most cases accept for processing, a Construction Permit.

What is required for a PV application?

Residential roof-mounted PV solar systems require the following Prior Approval(s) in West Windsor Township. Evidence of these approvals, in paper form, must be included with the Construction Permit Application for the proposed work.

ZONING APPROVAL - Contact the West Windsor Township Land Use Division for questions on the Zoning permit application process.

- Phone inquiries - **609-799-9448**
- Email inquiries – LandUse@WestWindsorTWP.com

Required Zoning Permit Application Documents

- Zoning Permit Application
- \$35 Application fee [check (made out to the “Township of West Windsor”) or cash]
- (3) Copies of a Survey showing location of the rooftop panels
- (2) Sets of the Design Plans
- **HOA APPROVAL** – If the residence is under the purview of an HOA, the HOA’s written approval of the proposed project must be submitted along with the Zoning Permit Application.

Zoning Permit Application forms may be found on the Township Website:

Website – www.WestWindsorNJ.org

- Select – Departments
- Select – Land Use Planning / Zoning
- Select – Zoning Forms

Construction Permit Application

Explanation

The NJ Uniform Construction Code Regulations require a Construction Permit Application to be submitted using specific forms and documentation.

The **Construction Permit Application** is the “umbrella” that encompasses all the Code Enforcement Division’s required submittal documentation. Residential roof-mounted PV solar systems require the following UCC forms and documentation to file for the proposed construction.

What is required for a PV application?

- **UCC Form F100 1-2** – “Construction Permit Application” and “Certification In Lieu Of Oath” Forms (**1 copy of each is required**)
 - UCC Form F100 1-2, this form must be filled out, in its entirety (all applicant required sections), to ensure efficient processing of the application.

*Along with **UCC Form F100**, a residential roof-mounted PV solar system Construction Permit Application requires **UCC Technical Section Forms** for each of the discipline’s performing the proposed work.*

*The following are the **Technical Section Forms** required to be submitted with this type of application.*

- **UCC Form F110** – Building Subcode Technical Section Form (**2 copies are required**)
 - The Building Technical Section Form must be completed, in its entirety (all applicant required sections), by the NJ HIC registered Contractor responsible for the proposed work.

PLEASE NOTE: A copy of the HIC Contractor’s registration documentation must be submitted.

Continued on the next page....

Required UCC Forms continued...

- **UCC Form F120** – Electrical Subcode Technical Section Form (**2 copies are required**)
 - The Electrical Technical Section Form must be completed, in its entirety (all applicant required sections), by the Electrical Contractor responsible for the proposed work.

PLEASE NOTE: The Electrical Technical Section Form must be signed and “raised” sealed by the responsible Electrical Contractor. The “seal” must match the applicant listed on the document and it must be a “raised” seal.

You may also access downloadable / fillable versions of the previous listed documents at the following website address:

<https://www.nj.gov/dca/divisions/codes/resources/constructionpermitforms.html>

- **Renewable Energy Form - CRES (9-2018)** – Completed and signed by the Homeowner and the Contractor.

You may also access downloadable / fillable versions of the previous listed document at the following website address:

https://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/cres.pdf

- **Design plans** – The Construction Permit Application must also be accompanied by (2) copies of design plans and calculations. Please find further details of the design plan requirements under the “Designs” heading of this document.

PLEASE NOTE: Common deficiencies of these forms include the following.

- Missing cost of work information
- Conflicting cost of work information
- Incorrect or missing “counts” under “quantity” section of the forms
- Missing information regarding sizing of equipment
- Missing or not detailed enough “description of work”
- Pennsylvania or other State Design Professional seals used other than NJ licensed professionals
- UCC Form F100-2 (Certification in lieu of oath) not completed, completed incorrectly or not signed
- Electrical Technical Section form (F120) not signed and “raised” sealed by the Electrical Contractor

Copies of the above mentioned forms may be found towards the end of this guide.

Designs

Explanation

The NJ Uniform Construction Code Regulations require designs for PV solar systems, prepared by a NJ Licensed Design Professional, to be submitted with the Construction Permit Application. These designs must clearly represent the proposed construction and represent compliance with all currently adopted applicable Codes and Standards.

For the purposes of this section, “designs” shall include both plans and calculations, except where specifically noted.

What is required for a PV application?

- All submitted designs must be signed and “raised” sealed by a NJ Registered Design Professional.
- The Electrical designs may be signed and “raised” sealed by a NJ Registered Architect **OR**, by a NJ Registered Electrical Engineer **OR**, for Class 3 structures [as per N.J.A.C. 5:23-4.3A (d) 1. vi.], the designs may be signed and “raised” sealed by a Licensed NJ Electrical Contractor.
- West Windsor Township Code Enforcement Department requires (2) sets of the design plans and calculations to be provided.
- Design plans submitted shall be drawn to a scale and the scale shall be clearly identified on each page of the documents.
- Submitted design plans shall be of sufficient size to allow clear interpretation of the details included. **Example:** 8.5” x 11” paper size would not typically allow clear interpretation of details of a design for a common residential PV solar system. Commonly submitted paper sizing, acceptable for most designs, is 11 x 17 or larger.
- Design plans shall provide the Licensed Design Professional’s information in the title block of the documents. (For details regarding this required information please reference UCC Bulletin 96-2 included towards the end of this guide)
- The design plans title page must include the currently adopted NJ Codes and Standards utilized for the design of the project. You may access NJ’s currently adopted Codes and Standards at the following website address:

<https://www.nj.gov/dca/divisions/codes/codreg/>

PLEASE NOTE: *This is not an all-inclusive list but does represent a listing of common deficiencies of submitted designs.*

See the next (2) pages for discipline specific information commonly missing from the submitted design plans and details...

Building Subcode (Minimum required details for plan review)

The following is a list of required design details commonly missing from the Building Subcode regulated portion of a permit submission...

Designs: Signed and “raised” sealed

- Indicate the design codes. (Must be currently adopted NJ Codes and Standards)
- Show the different arrays on the roof and identify each one.
- Number of panels on each array.
- Designed snow load
- Designed wind load
- Section view of the roof showing: Panel, Racking System, Flashing, Pitch of roof, Roof material, Sheathing size, Rafter or Truss size, Anchor size, spacing and embedment, etc.

Engineer Report / Structural Calculations: Signed and “raised” sealed

- A description of the existing roof structure including all materials. (This description must indicate clearly that the existing roof assembly construction is capable of withstanding the new loading of the solar panels)
- The actual calculations (Including formulas) for the following items:
 - Wind load = Code Section: (NJ Edition of 2018 IRC) R301 / ASCE 7-16 - 27.1.5
 - Snow load = Code Section: (NJ Edition of 2018 IRC) R301 / ASCE 7-16 - 7.2
 - Anchor fastening size, spacing and embedment dimension
 - Rafter length
 - Type of Racking System
 - Panel type, size and amount of panels

Manufacturer Specifications:

Solar Panels

- Fire type and classification
- UL Compliance
- Installation instructions

Racking System

- Fire type and classification, when being used with a certain type of solar panel
- Installation instructions
- UL Compliance

Flashing:

- Manufacturer’s specifications

Please note, this list is not an all-inclusive list but does represent common deficiencies found in application submissions.

Electrical Subcode (Minimum required details for plan review)

The following is a list of required design details commonly missing from the Electrical Subcode regulated portion of a permit submission...

Designs: Signed and “railed” sealed

- Indicate the design codes. (Must be currently adopted NJ Codes and Standards)
- Indicate if the system is “railed” or “rail-less”
- Clearly represent locations of all equipment
- Clearly represent conduit runs and existing service location on the building
- Type of inverter (string, micro, or A/C panels).

Other required documentation

- (2) Copies of the cut sheets

More commonly missing details... (2017 Edition of NFPA 70)

- Rapid shutdown per 690.12
- The type and size of the conduit per 690.31(G)
- The type and size of the wiring methods 690.31(A through F)
- Calculation for 690.7 maximum voltage based on lowest temperature
- Calculation for rated current, voltage, and wattage output per 690.54
- Wiring methods calculation for current per 690.8
- Temperature corrections for wiring at under or above a roof per table 310.15 (B) (3) C
- Grounding electrode conductor sizing per 690.47
- All labeling and marking 690.31(G) 3 and 4
- Interconnected power production sources bus and conductor rating per 705.12(2)
- If batteries are to be installed they shall represent compliance with section 706, in particular battery systems Article 706.10. Battery installations shall also represent compliance with UL 9540A test (test for thermal runaway fire propagation). The design plans shall represent compliance with the specified installation requirements of UL 9540A.
- If a battery system installation may be subjected to vehicular impact, the design plans shall represent compliance with Article 110.27 (B).

Please note, this list is not an all-inclusive list but does represent common deficiencies found in application submissions.

Required Inspections

Explanation

The NJ Uniform Construction Code Regulations require physical inspections be performed by licensed NJ Code Officials as the work progresses and after the work is completed.

What is required for a PV installation?

PLEASE NOTE: No inspections will occur if the Division “released field” designs are not ON SITE at the time of inspection.

The “released” field designs that are received by the Applicant, after the permit is paid for and released from the Code Enforcement Division, are to remain ON SITE at all times during the construction of the project and until a Certificate of Approval is issued. These must be the original documents released from this Division and must include the original “released” stamps of this Division’s staff.

Required inspections are as follows...

- ELECTRICAL INSPECTION

- Trench inspection (if applicable)

PLEASE NOTE: The trench inspection must take place **AFTER** the excavation has been completed and **AFTER** the conduit has been installed and **BEFORE** the conduit is backfilled over. The entire run of conduit and the trench base must remain uncovered. (NO “partial” backfills)

- Rough / panel verification inspection
- Final

- BUILDING INSPECTION

- Final

PLEASE NOTE: All installations will require a signed and “raised” seal report, produced by the responsible Registered Design Professional, to be provided at the final inspection. This document shall include language clearly stating the installation of the system has been “completed in strict conformance with the design and with all applicable Codes and Standards”.

Application checklist

- Zoning Permit approval
- HOA approval (if applicable)
- UCC Form F100 1-2
- UCC Form F110 (2 copies are required)
- UCC Form F120 (2 copies are required)
- (2) Copies of the signed and “raised” sealed design plans and specifications
- (2) Copies of the signed and “raised” sealed Engineering calculations

UCC Form F100-1 and F100-2

Please see the following pages for the full size documents.

PLEASE NOTE: The applicant is responsible for completing sections “I”, “II”, “IV”, “VI”, and “VII” of Form F100-1 and the “Certification In Lieu Of Oath” on Form F100-2.

BLOCK _____ LOT _____ QUALIFICATION CODE _____ ADDRESS (SITE) _____ PERMIT NO. _____



CONSTRUCTION PERMIT APPLICATION

Applicant Completes: Sections I, II, III (optional), IV, VI, and VII

I. IDENTIFICATION

- Proposed Work Site at: _____
- Name of Owner in Fee: _____
Tel. _____ e-mail _____
- Ownership in Fee: Public _____ Private _____
Address _____ street _____ municipality _____ zip code _____
- Principal Contractor: _____
Address _____ Tel. _____ e-mail _____

License No. OR, if new home, Builder Reg. No. _____ Exp. Date _____
Home Improvement Contractor Registration No. or Exemption Reason _____

Federal Emp. ID No. _____ FAX: _____
5. Architect or Engineer _____ Contact _____
Address _____ e-mail _____
Tel. _____ FAX: _____
6. Responsible Person in Charge once Work has Begun _____
Tel. _____ FAX: _____

V. FEE SUMMARY (for office use only)

1. Building	\$	
2. Electrical	\$	
3. Plumbing	\$	
4. Fire Protection	\$	
5. Elevator Devices	\$	
6. Subtotal	\$	
7. Less 20% for State Plan Review	\$	
8. Subtotal	\$	
9. State Permit Surcharge Fee	\$	
10. Subtotal	\$	
11. Cert. of Occupancy	\$	
12. Other	\$	
13. TOTAL	\$	

VI. BUILDING/SITE CHARACTERISTICS (office use only)

- Number of Stories _____ ft.
- Height of Structure _____ ft.
- Area — Largest Floor _____ sq. ft.
- New Building Area _____ sq. ft.
- Volume of New Structure _____ cu. ft.
- Max. Live Load _____
- Max. Occupancy Load _____
- If Industrialized Building: State Approved _____ HUD _____
- Total Land Area Disturbed _____ sq. ft.
- Flood Hazard Zone _____
- Base Flood Elevation _____ ft.
- Wetlands yes _____ no _____

III. PLAN REVIEW (optional)

DO YOU WANT:
 1. Partial Releases
 2. Prototype Processing

III. PLAN REVIEW (optional)

IV. DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?

FOR OFFICE USE ONLY (Optional)	Re- viewer	Approval Date	Re- viewer	Resubmission Dates	Re- viewer

III. PLAN REVIEW (optional)

IV. DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?

- Elevators/Escalators/Lifts/ Dumbwaiters/Moving Walks
- High Pressure Boilers
- Pressure Vessels
- Refrigeration Systems
- Cross-Connections/Backflow Preventers
- Hazardous Uses/Places of Assembly
- Sprinklers/Standpipes
- Smoke Control Systems in Open Wells
- Underground Storage Tanks
- Swimming Pools, Spas and Hot Tubs
- LP Gas Tanks
- Fire Alarm

VII. DESCRIPTION OF BUILDING USE

A. RESIDENTIAL (primary use)

- State Specific Use: _____
- Use Group, Proposed: _____
- Change in Use Group, Indicate Present: _____
- No. of dwelling units: Total Units *Income-restricted*

Gained, Rental _____
 Lost, Sale _____
 Lost, Rental _____

B. NON-RESIDENTIAL (primary use)

- State Specific Use: _____
- Use Group, Proposed: _____
- Change in Use Group, Indicate Present: _____

C. MIXED USE - List secondary use(s): _____

D. Construct. Classification: Present _____ Proposed _____

VII. DESCRIPTION OF BUILDING USE

A. RESIDENTIAL (primary use)

- State Specific Use: _____
- Use Group, Proposed: _____
- Change in Use Group, Indicate Present: _____
- No. of dwelling units: Total Units *Income-restricted*

Gained, Rental _____
 Lost, Sale _____
 Lost, Rental _____

B. NON-RESIDENTIAL (primary use)

- State Specific Use: _____
- Use Group, Proposed: _____
- Change in Use Group, Indicate Present: _____

C. MIXED USE - List secondary use(s): _____

D. Construct. Classification: Present _____ Proposed _____

U.C.C. F100-1 (rev. 8/03)

CERTIFICATION IN LIEU OF OATH

I. OWNER SECTION (to be completed if the applicant is the owner in fee)

I hereby certify that I am the owner in fee of the property listed on Page 1.

Mark the following applicable boxes:

A. I further certify that a new home (private residence) will be constructed on this property for my own use and occupancy. This dwelling is to be occupied by myself and is not to be used for any purpose other than single family residential use. I attest that all construction, plumbing, or electrical work will be done, in whole or in part, by me or by subcontractors under my supervision, in accordance with all applicable laws; and, I further acknowledge that said new home is not covered under the New Home Warranty and Builders Registration Act (N.J.S.A. 46:3B-1 et seq.) and that such fact shall be disclosed to any person purchasing this property within ten years of the date of issuance of a certificate of occupancy.

I UNDERSTAND THAT IN MARKING BOX A, I ACKNOWLEDGE THAT I AM ASSUMING RESPONSIBILITY FOR THE WORK DONE ON SAID PROPERTY, THE CONDITION OF THE PROPERTY PRIOR TO, DURING, AND AFTER ANY WORK PERFORMED, AND FOR THE PERFORMANCE OF THE SUBCONTRACTORS I HIRE, EMPLOY, OR OTHERWISE CONTRACT OR WITH WHOM I MAKE AGREEMENTS TO PERFORM WORK. I AM VOLUNTARILY AND KNOWINGLY ASSUMING THIS RESPONSIBILITY.

B. I further certify the following as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23-2.15(f)1.ix:

I personally prepared the plans submitted for: 1) the new home referred to in A.; or 2) an addition, alteration, renovation, or repair to an existing single family residence owned and occupied by myself and located on the property listed on Page 1; or 3) a new structure that will be physically separate from, but that will be deemed part of, an existing single family residence that is owned and occupied by myself and located on the property listed on Page 1.

C. I further certify that I will perform or supervise the following work:

- C.1. Building C.2. Fire Protection

I further certify that I will perform the following work:

- C.3. Electrical C.4. Plumbing

D. I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Signature _____ Date _____

II. AGENT SECTION (to be completed if the applicant is not the owner in fee)

I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(d): the proposed work is authorized by the owner in fee; and I have been authorized by the owner in fee to make this application as his agent.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Check if contractor.

Agent Name _____

Address _____

Telephone _____

Signature _____

III. LEAD HAZARD ABATEMENT: Include Homeowner or Building Owner Affidavit as per N.J.A.C. 5:23-2.15(b)4.

IV. HOME ELEVATION: Include Home Elevation Contractor Certification as per N.J.S.A. 52:27D-123.16.

UCC Form F110

Please see the following page for the full size document.

PLEASE NOTE: The applicant is responsible for completing sections “A”, “B”, “C”, and “D”.



**BUILDING SUBCODE
TECHNICAL SECTION**



A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____

Work Site Location _____

Owner in Fee: _____

Tel. (____) _____ e-mail _____

Address _____ street _____ municipality _____ zip code _____

Contractor: _____ Tel. (____) _____

Address _____ e-mail _____

Contractor License No. or Builder Registration No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____

Federal Emp. ID No. _____ FAX: (____) _____

JOB SUMMARY (Office Use Only)			
PLAN REVIEW	Date	Initial	INSPECTIONS
<input type="checkbox"/> No Plans Required	_____	_____	Type: _____
<input type="checkbox"/> All	_____	_____	Footling _____
<input type="checkbox"/> Footings/Foundations	_____	_____	Footling Bonding _____
<input type="checkbox"/> Structural/Framework	_____	_____	Foundation _____
<input type="checkbox"/> Exterior	_____	_____	Slab _____
<input type="checkbox"/> Interior	_____	_____	Frame _____
<input type="checkbox"/> Interior	_____	_____	Truss Sys./Bracing _____
<input type="checkbox"/> Interior	_____	_____	Barrier-Free _____
<input type="checkbox"/> Interior	_____	_____	Insulation _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Finishes -Base Layer _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Finishes -Final _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Energy _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Mechanical _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	TCO _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Other _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Final _____
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator	_____	_____	Barrier-Free _____

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____

No. of Stories _____

Height of Structure _____ ft.

Area — Largest Floor _____ sq. ft.

New Bldg. Area/All Floors _____ sq. ft.

Volume of New Structure _____ cu. ft.

Max. Live Load _____

Max. Occupancy Load _____

Constr. Class Present _____ Proposed _____

If Industrialized Building: _____

State Approved _____ HUD _____

Est. Cost of Bldg. Work: _____

1. New Bldg. \$ _____

2. Rehabilitation \$ _____

3. Total (1+2) \$ _____

U.C.C. F110 (rev. 11/09)

Date Received
Control # _____

Date Issued
Permit # _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Sign here: _____

Print name here: _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

TYPE OF WORK:

New Building

Addition

Rehabilitation

Roofing

Siding

Fence _____ Height (exceeds 6') _____ Sq. Ft. _____

Sign _____ Sq. Ft. _____

Pool

Retaining Wall _____ Sq. Ft. _____

Asbestos Abatement Subchapter 8

Lead Haz. Abatement NJAC 5:17

Radon Remediation

Other _____

Demolition

FEE (Office Use Only)

\$ _____

Administrative Surcharge \$ _____

Minimum Fee \$ _____

State Permit Surcharge Fee \$ _____

TOTAL FEE \$ _____

1 White = Inspector Copy
2 Canary = Office Copy
3 Pink = Office Copy
4 Gold = Applicant Copy

UCC Form F120

Please see the following page for the full size document.

PLEASE NOTE: The applicant is responsible for completing sections “A”, “B”, “C”, and “D” and signing and “raised” sealing this document.



**ELECTRICAL SUBCODE
TECHNICAL SECTION**



A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location _____

Owner in Fee: _____
 Tel. (_____) _____ e-mail _____

Address _____ street _____ zip code _____
 Contractor: _____ Tel. (_____) _____
 Address _____ e-mail _____

Contractor License No. _____ Exp. Date _____
 Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____
 Federal Emp. ID No. _____ FAX: (_____) _____

B. ELECTRICAL CHARACTERISTICS

Use Group Present _____ Proposed _____
 Pole/Pad # _____ Temporary Other _____
 Building Occupied as _____ Utility Co. _____
 Est. Cost of Elec. Work \$ _____

JOB SUMMARY (Office Use Only)		INSPECTIONS		Dates (Month/Day)	
PLAN REVIEW	Type:	Failure	Approval	Failure	Approval
<input type="checkbox"/> No Plans Required	Rough	_____	_____	_____	_____
<input type="checkbox"/> Partial -Under-slab Utilities Approved	Barrier-Free	_____	_____	_____	_____
Date: _____ Approved by: _____	Trench	_____	_____	_____	_____
<input type="checkbox"/> Electric Plans Approved	Temp. Serv.	_____	_____	_____	_____
Date: _____ Approved by: _____	Constr. Serv.	_____	_____	_____	_____
Joint Plan Review Required:	TCO	_____	_____	_____	_____
<input type="checkbox"/> Bldg. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire. <input type="checkbox"/> Elev.	Other	_____	_____	_____	_____
SUBCODE APPROVAL for PERMIT	Service	_____	_____	_____	_____
Date: _____	Final	_____	_____	_____	_____
Approved by: _____	Barrier-Free	_____	_____	_____	_____
SUBCODE APPROVAL for CERTIFICATE	Temp. Cut-in-Card Date Issued	_____	_____	_____	_____
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA	Final Cut-in-Card Date Issued	_____	_____	_____	_____
Date: _____	Annual Pool Inspection	_____	_____	_____	_____
Approved by: _____	Date of Grounding and Bonding Certification	_____	_____	_____	_____

Date Received _____
 Control # _____
 Date Issued _____
 Permit # _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.
 Applicant sign/Contractor sign and seal here: _____

Print name here: _____
 Licensed Electrical Contractor Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK:

QTY.	SIZE	ITEMS	FEE (Office Use Only)
_____	_____	Lighting Fixtures	_____
_____	_____	Receptacles	_____
_____	_____	Switches	_____
_____	_____	Detectors	_____
_____	_____	Light Poles	_____
_____	_____	Motors—Fract. HP	_____
_____	_____	Emergency & Exit Lights	_____
_____	_____	Communications Points	_____
_____	_____	Alarm Devices/F.A.C. Panel	_____
_____	_____	TOTAL NUMBERS	\$ _____
_____	_____	Pool Permit/with UW Lights	_____
_____	_____	Storable Pool/Spa/Hot Tub	_____
_____	_____	KW Elec. Range/Receptacle	_____
_____	_____	KW Oven/Surface Unit	_____
_____	_____	KW Elec. Water Heater	_____
_____	_____	KW Elec. Dryer/Receptacle	_____
_____	_____	KW Dishwasher	_____
_____	_____	HP Garbage Disposal	_____
_____	_____	KW Central A/C Unit	_____
_____	_____	HP/KW Space Heater/Air Handler	_____
_____	_____	KW Baseboard Heat	_____
_____	_____	HP Motors 1/+ HP	_____
_____	_____	KW Transformer/Generator	_____
_____	_____	AMP Service	_____
_____	_____	AMP Subpanels	_____
_____	_____	AMP Motor Control Center	_____
_____	_____	KW Elec. Sign/Outline Light	_____

Administrative Surcharge \$	_____
Minimum Fee \$	_____
State Permit Surcharge Fee \$	_____
TOTAL FEE \$	_____

Renewable Energy Form – CRES (9-2018)

CRES (9-2018)

APPLICATION FOR CERTIFICATION OF RENEWABLE ENERGY SYSTEM(S) Pursuant to P.L. 2008, c.90

County: _____ Municipality _____

Section 1
 Owners Name: _____ Email Address _____
 Property Address: _____ Phone # _____ Fax # _____
 Block _____ Lot _____
Section 2
 Installer's Name: _____ Email Address _____
 Property Address: _____ Phone # _____ Fax # _____
Section 3

We, the owner and installer, respectively, of a renewable energy system installed, or to be installed, at the above property, hereby certify as follows:

1. A renewable energy system meeting the requirements set forth in P.L. 2008, c.90 and complying with all applicable subcodes of the State Uniform Construction Code, all applicable testing standards, and all manufacturers' instructions, has been installed, or shall be installed, in accordance with all such subcodes, standards and instructions, at a structure located at the above property.
2. The said renewable energy system produces, or when installed shall produce, renewable energy onsite sufficient to provide all or a portion of the electrical, heating, cooling, or general energy needs of that structure.
3. The source of the renewable energy is designed to be as follows (at least one line must be checked):
 - (a) If electrical, the renewable energy system at the above location is designed to produce energy from the following source:
 - Solar technologies (other than photo-voltaic)
 - Photo-voltaic technologies
 - Wind energy
 - Fuel cells
 - Geothermal technologies
 - Wave or tidal action
 - Methane gas from landfills
 - Resource recovery facility (DEP determination attached)
 - Hydropower facility (DEP determination attached)
 - Biomass facility involving biomass cultivated and harvested in a sustainable manner (DEP determination attached)
 - (b) If non-electrical, the renewable energy system at the above location is designed to produce energy from the following source:
 - Solar thermal technologies
 - Geothermal technologies
4. If the renewable energy system produces energy from a resource recovery, hydropower or biomass facility, we have attached to this application proof of a determination by the Commissioner of Environmental Protection that the facility meets the highest environmental standards and minimizes any impacts to the environment and local communities.
5. We have attached to this application a list identifying all applicable testing standards and manufacturer's instructions governing the design or installation of the renewable energy system and shall provide copies of any such standards and/or instructions to the enforcing agency if so required. We understand that any such documentation, if required, shall be deemed to be supplemental to this application, and that the application shall not be deemed to be complete unless and until they are submitted to the enforcing agency.
6. The (actual) / (estimated) cost of the renewable energy system is \$ _____.

Section 4

Date: _____

Property owner

Date: _____

Installer, or authorized representative

To the Tax Assessor:

I hereby certify this application has been:

-
- Approved
-
-
- Disapproved

Date: _____

Construction OfficialI have reviewed the application/certification and accept / reject this claim for exemption.

Date: _____

Assessor

CRES (6-1-09)

Definitions – N.J.S.A. 54:4-3.113a

1. As used in this act:

“Renewable energy” means: (1) electric energy produced from solar technologies, photovoltaic technologies, wind energy, fuel cells, geothermal technologies, wave or tidal action, methane gas from landfills, a resource recovery facility, a hydropower facility or a biomass facility, provided that the biomass is cultivated and harvested in a sustainable manner, and provided further that the Commissioner of Environmental Protection has determined that the resource recovery facility, hydropower facility or biomass facility, as appropriate, meets the highest environmental standards and minimizes any impacts to the environment and local communities; and (2) energy produced from solar thermal or geothermal technologies.

“Renewable energy system” means any equipment that is part of, or added to, a residential, commercial, industrial, or mixed use building as an accessory use, and that produces renewable energy onsite to provide all or a portion of the electrical, heating, cooling, or general energy needs of that building.

“Local enforcing agency” means the enforcing agency in any municipality provided for under the “State Uniform Construction Code Act,” P.L.1975, c.217 (C.52:27D-119 et seq.) and rules and regulations adopted pursuant thereto.

Calculation - N.J.S.A. 54:4-3.113b

2. Property that has been certified by a local enforcing agency as a renewable energy system shall be exempt from taxation under chapter 4 of Title 54 of the Revised Statutes. The owner of real property which is equipped with a certified renewable energy system may have exempted annually from the assessed valuation of the real property a sum equal to the assessed valuation of the real property with the renewable energy system included, minus the assessed valuation of the real property without the renewable energy system included.

Right to Inspect - N.J.S.A. 54:4-3.113c

3. The local enforcing agency may at any time inquire into the right of a claimant to the exemption, and for that purpose the local enforcing agency may require the filing of a new application or the submission of such proof as the local enforcing agency shall deem necessary to determine the right of the claimant to the continuance of the exemption.

Effective Date of Exemption - N.J.S.A. 54:4-3.113d

4. The exemption from taxation for the renewable energy system shall become effective for the tax year following the year in which certification has been granted and thereafter during its use primarily for such purposes.

Appeal Information - N.J.S.A. 54:4-3.113f

- 5a. Any person aggrieved by any action of the local enforcing agency may seek review before the board of appeals.
- b. Any person aggrieved by any action of the assessor may seek a review of such action at the county board of taxation or directly to the State Tax Court where the value in dispute is \$750,000 or more annually on or before April 1. The judgment of the county board of taxation may be further appealed to the Tax Court of New Jersey by filing a complaint with the Tax Court Management Office within 45 days from the date of the service of the judgment (date of mailing). Contact information for the county tax boards can be found at <http://www.state.nj.us/treasury/taxation/lpt/cboards.shtml>. The Tax Court of New Jersey is located at the Richard J. Hughes Justice Complex, 25 Market Street, Trenton, New Jersey. Mailing address: PO Box 972, Trenton, NJ 08625-0972. Telephone number: (609) 815-2922, Press Option 1.

UCC Bulletin 96-2



PHILIP D. MURPHY
Governor

State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS
101 SOUTH BROAD STREET
PO BOX 802
TRENTON, NJ 08625-0802



LT. GOVERNOR SHEILA Y. OLIVER
Commissioner

BULLETIN 96-2

(Supersedes Bulletin 79-9)

Issued: October 1997 Revised: October 2017
Code Ref. Update: September 2019

Subject: Signing and Sealing of Construction Documents

Reference: N.J.A.C. 5:23-2.15(f)1.ix through x

The requirements of the Uniform Construction Code (UCC), the New Jersey State Board of Architects, and the New Jersey Board of Professional Engineers and Land Surveyors regarding signing and sealing of construction documents are as follows:

N.J.A.C. 5:23-2.15(f)1.ix states that the licensed/registered professional of record must sign and seal each sheet of each copy of plans, the title page of the specifications, and any additional supporting information submitted. The acceptable manner of signing and sealing is established by each professional licensing board. Where the document includes the work of more than one professional, each professional shall sign and seal the work that he prepared.

There are some instances when the signature and seal of a licensed/registered design professional is not required on construction documents:

- a) On applications for construction, alteration, repair of or addition to single-family dwellings, including accessory structures, for the exclusive occupancy of the owner, who also has prepared the construction documents and will construct the dwelling by himself or herself [N.J.A.C. 5:23-2.15(f)1.ix].
- b) When the construction official waives the requirement for plans because the work is of a minor nature [N.J.A.C. 5:23-2.15(f)1.x].
- c) Plumbing, electrical, and mechanical plans for Class 3 structures may be prepared by plumbing, electrical, and heating, ventilation, air conditioning and refrigeration (HVACR) contractors, respectively [N.J.A.C. 5:23-2.15(f)1.vii(1) and (3)].

HOW ARCHITECTS MUST SIGN AND SEAL:

Site plans of projects or construction documents required to be submitted for review and/or approval by any State, county, or municipal agency shall bear the title block of the architect, including the essential elements required by the New Jersey State Board of Architects regulations (N.J.A.C. 13:27-6), including:

1. The full name of the architect, architectural firm, or company;
2. The address of the architect or architectural firm;
3. The name of the client and the location of the project;

4. The name and license number of the architect in responsible charge; and
5. The signature and raised professional seal of the architect in responsible charge (a rubber stamp of a seal is not acceptable). As of May 1, 2017, digitally-transmitted plans with electronic seals affixed in accordance with N.J.A.C. 13:27-6.5 should be accepted. (* See page 4 for more information regarding digital signatures and seals.)

At the time of registration, a professional seal press for the newly licensed architect is ordered by the Board of Architects. This process may take four to six weeks. In the event that it becomes necessary to submit construction documents for review or approval prior to receipt of the seal press, the Board will verify the architect's registration to the reviewing agency and request that the construction documents be accepted for consideration without the required impression of the seal.

HOW ENGINEERS MUST SIGN AND SEAL:

Site plans and construction documents required to be submitted for review and/or approval by any State, county, or municipal agency shall bear the title block of the professional engineer and/or land surveyor containing the following essential elements required by the New Jersey Board of Professional Engineers and Land Surveyors regulations (N.J.A.C. 13:40-8):

1. The name and location of the project;
2. The name of the engineering or land surveying individual, firm, partnership, corporation, professional association, or professional service corporation;
3. The full name and certificate number of the person(s) in responsible charge;
4. The title, "professional engineer" and/or "land surveyor," spelled out; and
5. The handwritten signature and impression-type seal of the person(s) in responsible charge, and the date when signed (a rubber stamp of a seal is not acceptable). As of November 16, 2015, digitally-transmitted plans with electronic seals affixed in accordance with N.J.A.C. 13:40-8.1 and 8.1A should be accepted. (* See page 4 for more information regarding digital signatures and seals.)

In some cases, all or parts of construction documents may bear more than one separate completed title block. This would signify that the submitting design professionals are either associated in the project design, or that one architect or engineer is "in responsible charge" over others in the project. As long as construction documents are signed and sealed by the architect or engineer responsible for that portion of the design, according to the Building Design Services Act, and that individual is licensed to practice in New Jersey, the signing and sealing requirement of the UCC has been met.

WHO MAY SIGN AND SEAL? ARCHITECT OR ENGINEER:

The following chart with explanatory notes designates projects by Group and sets forth those which may be designed, prepared, signed, and sealed by licensed architects and professional engineers, or both, as indicated. For complete details, it is necessary to refer to the Building Design Services Act, effective as of May 7, 1990.

BUILDING SUBCODE GROUP CLASSIFICATION	DESIGN PROFESSIONAL
A-1 Theaters	Architect
A-2 Assembly Structures	Architect
A-3 Assembly Structures	Architect
A-4 Indoor Assembly	Architect
A-5 Outdoor Assembly	Architect or Engineer
B – Business	Architect
EXCEPTIONS	
(a) Car-Wash Facilities	Architect or Engineer
(b) Materials Testing Laboratories	Architect or Engineer
(c) Data Processing Relay, or Equipment Facilities and Telephone Exchanges	Architect or Engineer
E - Educational	Architect
F - Factory and Industrial	Architect or Engineer
H - High Hazard	Architect or Engineer
I - Institutional	Architect
M - Mercantile	Architect
R - Residential	Architect
S - Storage	Architect or Engineer
U - Utility	Architect or Engineer

SPECIAL SITUATIONS:

1. Only professional engineers may sign and seal plans for "engineering works" in the Utility Group such as a sewage, water treatment, power plant, or transportation system.
2. Either an architect or an engineer may sign and seal plans for "engineering systems," by law defined as those systems necessary for the proper functioning of a building and surrounding site, which systems include but are not limited to structural (soil tests, footing and foundation, framing, roofing, etc.), electrical, heating, lighting, acoustical, ventilation, air conditioning, grading, plumbing, drainage, fire protection, elevators, and energy conservation.
3. For a mixed use, which the law terms "an ancillary part of an engineering project," professional engineers may sign and seal plans for buildings and portions of buildings in a non-permitted Group only where the building or portion is an ancillary part of an engineering project, and the area of incidental use does not constitute more than ten percent of the building's total floor area or 2,000 square feet, whichever is greater.
4. Only engineers may sign and seal plans for drainage systems for sites greater than ten acres involving a stormwater detention basin, or traversed by a water course.
5. ***The types of buildings under this law are based on the building subcode group categories.*** The boards that regulate the professions of architecture and engineering or the Joint Committee will use these categories in determining whether an architect or an engineer may design a particular building. ***The group for the application of the code (not for deciding who may make submissions) should be determined on the basis of the latest adopted edition of the code.***

In cases where identifying an architect or engineer as the design professional is still difficult, you may direct your questions to the Department of Community Affairs' Code Assistance Unit at (609) 984-7609, or ask for resolution by the Joint Committee of Architects and Engineers by contacting either the Board of Architects at (973) 504-6385 or the Board of Professional Engineers and Land Surveyors at (973) 504-6460.

** Pursuant to the rules adopted for digital sealing by the Board of Architects and the Board of Professional Engineers and Land Surveyors, the digital signature and seal must be:*

- i. Unique to the licensee;*
- ii. Verifiable by a trusted third party or some other approved process as belonging to the licensee;*
- iii. Under the licensee's direct and exclusive control; and*
- iv. Linked to a document in such a manner that the digital signature and seal is invalidated if any data in the document is [sic] changed. Once the digital signature and seal are applied to the document, the document shall be available in read-only format if the document is to be digitally transmitted.*

Notes: