

## **Zoning Permit Application Checklist**

Revised 9/2022

### **Addition**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signs & Sealed  
(By NJ Licensed Architect, Engineer, or Homeowner)
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Basement**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Sets of Building Plans Signs & Sealed  
(By NJ Licensed Architect, Engineer, or Homeowner)
- Bedroom Confirmation Form
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)

### **Deck, Patio, Walkway, Driveway**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements  
(Patio survey must show grading plan. Plan must specify pitch/slope away from structure.)
- Two (2) Sets of Building Plans Signed & Sealed  
(By NJ Licensed Architect, Engineer, or Homeowner)
  - Detailed patio plan with dimensions from corner to corner of the patio & building, sitting wall dimension & weep holes location. Show location of steps with dimensions & show handrail if more than 3 steps are needed
  - Must note: "Slope at 2% minimum away from foundation/structure" on plan
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Demolition (Partial/Full)**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Existing Conditions & Extent of Demolition
- Two (2) Sets of Building Plans Signed & Sealed  
(By NJ Licensed Architect, Engineer, or Homeowner)
- Property Owner Authorization

### **Exterior Sign (Ground)**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signed & Sealed by  
NJ Licensed Architect or Engineer
- Septic System Setback Certification Form (*if applicable*)
- Property Owner Authorization

### **Exterior Sign (Facade)**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Two (2) Sets of Signed & Sealed Plans  
(Show Linear Feet of Storefront, Height of Façade, Elevations, Color, Materials, Dimensions and Square Footage of Proposed Sign)
- Survey/Site plan Showing Business location & Distance to Nearest ROW, drawn to scale.
- Property Owner Authorization

### **Fence**

- Fence Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Proposed Fence Location
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Flag Pole**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Location & Height of Improvement (35' Maximum)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Food Vending Trucks**

#### ***Permitted only on Private Property***

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Copies of Survey Showing Truck Location
- Property Owner or Property Manager Authorization

### **Gazebo**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signs & Sealed by  
NJ Licensed Architect, Engineer, or Homeowner
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Generator**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Property Owner Authorization
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Hot Tub**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Proposed Location, drawn to scale
- Sales Cover/Building Plans
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

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### **Lawn Sprinklers**

#### ***Not permitted in Public Right-of-Way (ROW)***

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Sprinkler Head Locations
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Pool**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Topographical Survey Showing Improvements, drawn to scale
- Two (2) Sets of Signed & Sealed Pool Plans
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Pool House**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Two (2) Sets of Building Plans Signs & Sealed by NJ Licensed Architect, Engineer, or Homeowner
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Residential Dwelling**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Signed & Sealed Survey
- Two (2) Sets of Building Plans Bound & Signed/ Sealed by a Professional Architect or Engineer (Modular homes only require a seal on foundation Plans; house plans need to be stamped by approved agency)
- Residential Conformity Checklist
- Septic System Setback Certification Form (*if applicable*)
- Engineering Division Approval (Individual SFD sent to Engineering Division for review after Zoning approval is given; major developments need approval letter upon submittal)

### **Rooftop A/C Unit**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Copies of Survey or Google Aerial View Showing Location of A/C Unit
- Two (2) Copies of Plans Indicating Location
- Property Owner Authorization

### **Satellite Dish/Antenna**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Location of Dish on Property
- Indicate Height, Color, & Diameter of Dish on Application
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)
- Construction Permits needed ONLY if new antenna/new

electrical service

### **Shed**

(Sheds over 12'x18' or 216 sq. ft. are classified as a garage)

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Proposed Shed Location, drawn to scale
- Two (2) Sets of Building Plans (Prefab sheds under 100 sq. ft. only need a copy of the sales cover)
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form) (Not needed for shed under 100 sq. ft.)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Solar Panels**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Location of Panels on Property or Pad for Rooftop Panels
- Two (2) Sets of Plans
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Sports Court**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Three (3) Copies of Survey Showing Improvements
- Residential Conformity Checklist
- Assessment Analysis Worksheet (Tax Division Form)
- Landscape & Fencing Plan
- Grading Plan; showing existing & proposed grades
- Engineering Division Approval (Grading Plan sent to Engineering Department for review after Zoning approval)
- Septic System Setback Certification Form (*if applicable*)
- Homeowners Association Approval (*if applicable*)

### **Tenant Fit-Up**

#### ***New Construction or Mercantile***

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Indicate Development, Phase, Tenant, B/L, Address
- Property Owner or Management Company Authorization Letter
- Two (2) Sets of Signed & Sealed Plans (FYI Health Department is required to review all Restaurant & Hotel permit applications)
- Septic System Setback Certification Form (*if applicable*)
- Construction permits needed ONLY if work is being done to occupy space

### **Trailers (For Business Use)**

- Zoning Permit Application
- \$35 Application Fee (check or cash)
- Two (2) Copies of Survey Showing Trailer Location
- Two (2) Sets of Plans Showing Access Ramps & Anchoring
- Property Owner Authorization

Forms may be found at <https://westwindsornj.org/forms-permits>