



**BOROUGH OF SOUTH PLAINFIELD**  
**Building Department**  
2480 Plainfield Avenue  
South Plainfield, NJ 07080  
908-226-7640

**Requirements for Plans Prepared by Owner Occupant**  
( Single Family Dwelling )

The following *Basic Items* listed are required for submission of plans for review to obtain a Construction Permit for Single Family Home Construction, Addition, Interior Alteration and Finished Basements.

**New Construction and Additions:**

- Two complete assembled sets of plans. All pages signed by the owner occupant. All plans are to show the existing floor plan and the proposed new work that will take place.
- Have all prior approvals in place that apply. ( Board Resolution, Zoning, Engineering etc. )
- The cover sheet for all plans shall include all current model codes and year. All design information - Square Footage for all levels; Cubic Foot Volume; Live Load; Dead Load; Snow Load; Property Address; Owner Occupant Name.
- Plans shall specify all materials and type to be used for construction.
- Plans shall show all dimensions of overall Structure Length, Width, Height ( Exterior ) and all ( Interior ) room dimensions. All rooms are to be identified for their use.
- Plans are to show the overall floor plan including floor, wall and ceiling construction details, sizes of all lumber, plywood sheathing, beams, joists, and lumber spans. Include all fastening schedules and sizes of nails, bolts, etc.
- Plans are to show an overall finishing schedule for the Construction Project.
- Provide two completed sets of Energy Calculations.
- **NOTE:** This is not an all-inclusive list. Certain specialty items such as shop drawings for Plumbing, Electrical, HVAC, are required along with Architect / Engineer Certification for Structural Items that may need to be provided depending on the specific project design.

**Alterations, Renovations, Finished Basements:**

- Two complete assembled sets of plans. All pages signed by the Owner Occupant showing all existing floor plan and proposed new work.
- Cover sheet of plans shall include all model codes and year.
- Specify all materials that will be used for the project.
- Plans are to show all construction details for walls, floor, ceiling.
- Include ceiling height for finish basements.
- Show all Draftstopping / Firestopping Details on Plans.
- Show Combustion air vents on plans for Mechanical Equipment Rooms.
- Include Information for HVAC Ductwork or Radiators, if applicable.
- Bedrooms in basement are required to have egress windows and emergency discharge.

**Other Technical Requirements:**

- Complete all Technical Subcode Applications for submittal with plans to include.
- Plumbing: Provide a piping layout plan for all water, waste, and vent piping. The plan shall include all pipe sizes and show the fixtures to be installed. The plan only needs to be a one-line drawing showing the main stack, branch lines, and the connection points and connection methods to the existing system. Specify all materials on Plumbing Plans.
- Gas Piping: Provide a one-line layout for gas piping; to include total length of run, pipe diameter and total capacity of what is to be connected; also, specify material type and location of where piping is being installed on property.
- Electrical: Provide a wiring layout from the panel or from the connecting point of a circuit that is going to be extended within the same footprint. Show all outlet and lighting locations on plans. The line drawing shall show the wiring route from box to box for each separate circuit. List all wiring sizes and circuit breaker sizes on plans. Specify Arc/Fault Breakers and Tamperproof Outlets on plans.
- Fire: show smoke/carbon detectors on plans and specify power source.
- Mechanical: Provide a Duct layout plan for all new or extended ductwork in renovated space. Include all duct sizes and show all outlet locations on plans.
- Provide specifications for specific equipment, furnaces, boilers, A/C units, E/V car chargers, fireplaces, wood burning stoves etc.
- If using hot water baseboard or steam, include radiator lineal footage on plans.

**Permit Applications:**

- Building Tech: Complete all sections that apply to work site location, owner section and job description section.
- Provide a valid phone number and e-mail address for communication and correspondence.
- Complete the estimate cost section on application. The job costs are to reflect the actual job market cost value for materials and labor.
- Provide a current copy of Contractor HIC Registration, if hiring other party to perform work.
- Electrical, Plumbing, Mechanical Tech: To be completed with all fixtures, devices and all necessary equipment that applies to the project. All applications are to be signed/sealed by the licensed contractors if they are performing the work.
- Complete all sections on application listing the jobsite, all contact information, valid phone number and e-mail address.
- Fire Tech: Complete all contact sections on application listing valid phone number and e-mail address. Complete job description for the work to be performed.
- Provide cost of work for all of the above.
- All applications are to have names printed and signed legibly.

**Construction Jacket:**

- Complete the main jacket for all tech sections. List the work site location. Complete the cost sections. Provide valid contact information and e-mail address.
- Provide the name and address for the Responsible Person in Charge. Include valid phone number and a valid email address.
- Complete inside jacket. Check all that apply. Owner section for preparing plans as well as the work that the owner will perform or supervise.
- Complete Contractor Section if project will be performed by Others.

**Overview:**

- The Information required above is for moving the permit process forward with minimal downtime, delays caused by missing information and incomplete applications.
- Please make sure that all plans and applications are completed before submittal.
- You can contact the Building Department Front Office for assistance and questions regarding the submittal process at 908-226-7640

**Final Note:**

- All Plans and application submittals are to be Legible and have all contact information provided as required. Incomplete plans and applications WILL NOT be accepted. No Exceptions.
- Payment for Construction Permits shall be made by Check or Money Order Only. **(NO CASH or NO CREDIT CARD)**.
- The Building Department will contact the Responsible Person in Charge as listed on the front permit application jacket with the total fee. The Responsible Person in Charge (if different from applicant) shall communicate with the permit applicant to arrange payment to the Department.

Dominic Demico Jr  
Construction Official