



Florham Park Construction Office
Phone 973-410-5350

Kevin Guilfoyle, Construction Official

KGuilfoyle@fpboro.net or 973-410-5352

Kristin Linden, Technical Assistant Michele Yannotta, Assistant to Construction Official

BuildingDepartment@fpboro.net

Kayla Kaplan, Zoning Official Margie Lowe, Assistant to Zoning Official

Zoning@fpboro.net

Permit applications accepted Monday Through Friday from 9:00 am to 4:00 pm.

Inspections are scheduled via SDLportal.com or email to BuildingDepartment@fpboro.net

Inspection requests require the following information:

- 1) Permit number
- 2) Type of inspection requested (Building, Electrical, Plumbing, Fire)
- 3) Preferred day(s) of inspection
- 4) Name and phone number of the person allowing access

Minimum of 24 hour notice for all inspection requests, times are approximate:

Building inspections: Monday - Friday 9 am to 4 pm

Electrical inspections: Mon/ Wed/ Fri 11:30 am to 3:30 pm Tuesday 7:30 am- 3:30 pm

Plumbing/Mechanical inspections: Monday - Thursday 11 am to 4 pm

Fire inspections: 3 days weekly on a rotating schedule

Specific arrival time cannot be given due to work load

Contractors MUST INSTALL 6 ft. chain link fence, per Ordinance NO.13-15 around perimeter of excavation site prior to any work, gate(s) must be closed and secured nightly. DO NOT remove fence until Construction Official grants approval to remove.

Site address must be displayed, preferably on temp electric pole. Portable toilet and temp electric required to be inside construction fence.

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all new buildings, additions, renovation, alterations:

- 1) Footing inspection-bottom of the trench *PRIOR* to pouring of concrete - *Soil Compaction/Bearing Report REQUIRED*
- 2) Foundation inspection *prior* to the placement of backfill
- 2a) Foundation Location Survey for new construction *PRIOR* to framing - *3 signed/sealed hard copies REQUIRED*
- 3) Plumbing under-slab & building slab *prior* to placement of concrete
- 4) Electrical rough
- 5) Plumbing rough
- 6) Fire rough
- 7) Framing inspection *after* rough electric/plumbing/fire *prior* to insulation - *framing checklist & air duct tightness report*
- 8) Insulation inspection *prior* to sheet-rock - *insulation air barrier checklist*
- 9) Finals electric, plumbing, fire inspections -
- 10) Final building inspections - *blower door test report by HVAC contractor REQUIRED*
- 11) Occupancy certificates can be requested after approval of final as-built surveys -*REQUIREMENTS of as-built per 250-701(c)4(k)*

E-mail all reports and checklists to BUILDINGDEPARTMENT@FPBORO.NET

Survey and final surface grading inspection approvals by Engineering & Zoning Departments Morris

County Soil District report of compliance - morris@mcscd.org

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in administrative penalties of not more than \$2000.00 as permitted in N.J.A.C. 5:23-2.3(1)b



Florham Park Construction Department 111
Ridgedale Ave.
Florham Park, NJ 07932
Ph. - 973-410-5350 Fax - 973 -410-5490
Kevin Guilfoyle, Construction Code Official
Building Subcode Official

The following is a list of certifications that you may be required to submit to the Building Department during the course of your project.

All information must be forwarded to the Building Inspector shortly after being requested in order to avoid any project delays.

1. List of *Special Inspectors* with copy of DCA License
2. Soil compaction/bearing reports, footing, slab, etc. BEFORE footing inspection
3. Report from engineer re footing & foundation re-bar installation (*Commercial & Multi unit residential*)
4. Report from engineer - slab design to include reinforcing (*Commercial only*)
5. Foundation location survey (*ALL new buildings and any BOA Approved Additions Residential AND Commercial*) MUST be received at framing inspection
6. Concrete compressive strength 7 to 28 day report (*Commercial and Multi-unit residential*)
7. Truss report to include installation as per design and any and all repairs made (*Commercial and Multi-unit residential*)
8. Steel report to include all welds, bolting and decking (*Commercial*)
9. Fire Stopping, Fire proofing and Draft stopping depending on project, certified by architect (*Commercial and Condo*)
10. Any modular units or pre-fabricated panels, superior walls, modular, Certifications by Engineer & Manufacturer (*Residential, Commercial & Condos*)
11. Copies of any warranties for certain types of roof covering systems (*New Commercial*)
12. HVAC balancing report (*New Commercial*)
13. Energy Efficiency Certificate (*Residential*)
14. Home Warranty (*Residential*)
15. As-built survey: 3 signed/sealed to scale hard copies and CAD file with zoning table (*including building coverage with overhangs greater than 18", driveway, walkways, decks, patios, sheds, pools, porches etc.*) first floor and garage elevations and topography per 250-701(c)4(k)
ZONING@FPBORO.NET

Additional information may be necessary for the issuance of Certificates

Kevin Guilfoyle
Construction Official