ADDITION CONSTRUCTION BROCHURE FOR THE TOWNSHIP OF GALLOWAY

300 E. JIMMIE LEEDS ROAD.
GALLOWAY, NJ. 08205
(609) 652-3700

Welcome, to Galloway Township, the following information is to be used as a guide only, this brochure is in no way meant to give you all the answers to all your questions, please remember to call the office for you particular project.

This is a guide to help answer many questions generally asked concerning Building and Zoning questions as they pertain to permit applications. The Township has a staff which is available from 8:30 to 4:30 Monday through Friday to answer any further questions you may have.

When is a permit required? The following is a brief list of permit requirements but if what your looking isn't on the list or you have any questions it is always best to contact the Construction Office.
(609) 652-3700 ext. 241 or 249.

Decks, sheds over 100 sq. feet, in-ground and above ground pools, roofing, siding, electric service, heat/hot water heater replacements or conversions, sewer, water, sprinklers lawn and fire, additions, new homes, garage conversions, basement conversions. Some of these projects my also require a Zoning permit.

When is a Zoning permit required? A zoning permit is required on any improvement to your property that would affect or encroach on the setbacks to your property line. Each zoning district has different requirements; a zoning application should be submitted with your building permit application to ensure compliance. In some cases a variance may be required.
(609) 652-3700 ext. 277

What is a variance? Sometimes it may be necessary to obtain a variance for work you are doing, such as when you exceed the impervious coverage allowed or cannot meet the requirements for the setbacks in your zoning district. A variance is obtained through an application process that is heard by the Zoning Board of Adjustment. The application and fees required can be obtained from the Zoning/Building Department; they will guide you through the process and time frames required.
(609) 652-3700 ext. 218

Any structures within or adjacent to any recorded easement is prohibited in Galloway Township. This includes Atlantic City Electric Company easements. Inquiries concerning Atlantic City Electric Company easements should be addressed to: Atlantic City Elect. Co., 5100 Harding Highway Mays Landing, NJ. 08330, ATTN: Right-A-Way Department.
ATTACH A COPY OF YOUR APPROVAL TO THIS APPLICATION.

GALLOWAY TOWNSHIP PERMIT REQUIREMENTS

1. Survey showing proposed addition location.
2. Septic system letter by the Atlantic County Board of Health if adding bedrooms to a septic system.
3. Zoning application.
4. Building application.
5. Electrical application, sealed by a NJ State licensed electrician, unless work is being done by the homeowner in an owner occupied dwelling.
6. Plumbing application, sealed by a NJ State licensed plumber, unless work is being done by homeowner in an owner occupied dwelling.
7. Fire application.
8. Two sets of sealed plans with details;
   - If homeowner is doing the work the homeowner can draw the plans; **as long as the homeowner is doing the work on the owner occupied dwelling.**
   - Otherwise we can only accept NJ State licensed architectural or NJ State licensed design professional prints.
   - If you are going to request a **footing and foundation** release first you must provide **3 sets of sealed plans.**
9. Plans must include, but not limited to,
   - Footing, foundation, vapor barrier, water proofing, insulation (R-values), floor, wall and roof framing details, energy code calculations (see back of brochure for the application).
   - Website available for energy code info at www.energycodes.gov. Residential (RESCHECK). Commercial (COMCHECK).
   - Plumbing schematic showing drainage, water, venting, must also include a gas piping diagram showing length and diameter of pipe and BTU's of appliances.
   - Right J calculations, which can be obtained through your heating contractor or heating equipment supplier, this shows the heating and cooling loads for each room.
   - Electrical plans, showing switches, receptacle and lighting locations as well as service location and loads.
   - Mechanical details for heating and air conditioning.
   - Fire details such as smoke/carbon dioxide detector locations, number of fueled fired appliances; fireplaces or wood stove details and locations.
10. Copy of prior approval from Planning or Zoning Board if necessary.

THREE DAYS PRIOR TO ANY DIGGING A MARK OUT MUST BE CALLED IN TO 1-800-272-1000

ALL CONSTRUCTION SITES MUST BE MAINTAINED AND KEPT CLEAN OF TRASH AND DEBRIS.

A COPY OF APPROVED PLANS MUST REMAIN ON SITE FOR ALL INSPECTIONS.

A GUIDE FOR INSPECTIONS

REQUIRED INSPECTIONS

Construction work must be inspected in accordance with the State Uniform Code Regulations (N.J. 5:232.18). This department will carry out such periodic inspections during the progress of work as are necessary to insure that work installed conforms to the approved plans and the requirements of the Uniform Construction Code.

The owner or other responsible person in charge of the work must notify this office when work is ready for any required inspections. Requests for inspections must be made at least 24 hours prior to the time the inspection is required. Inspections will be performed within three business days from the time the request is received by the office, unless in extremely busy times the inspection will be scheduled for the next available date. The work requested to be inspected must not proceed in a manner, which would hamper or preclude the inspection until the inspection has been made and given.

1. The bottom the footing trenches before placement of footings, except in the case of pile foundations, inspections shall be made in accordance with the requirements of the building sub code.
2. Foundations and all walls up to grade level prior to back fill or building.
3. At the discretion of the Construction Official a foundation location survey can be required.
4. Pre-pour inspection for poured/reinforced walls.
5. Slab on grade construction slab prep inspection.
6. Prior to roofing and siding a sheathing inspection is required.
7. All rough electric, plumbing and fire inspections. These must be completed and passed prior to a frame inspection.
8. Frame inspection.
9. Insulation.
10. Final inspection on all sub codes that apply. The fire inspection should be the last inspection.
11. Final driveway inspection if applicable.

All inspections must be requested by phone, you must have your permit number, block and lot number, address, owners'last name and type of inspection ready at the time of the call.

(609) 652-3700 ext. 241 or 249

TOWNSHIP OF GALLOWAY
DEPARTMENT OF COMMUNITY DEVELOPMENT
CONSTRUCTION CODE ENFORCEMENT
HOUSING PLANNING ZONING LAND USE

300 E. JIMMIE LEEDS ROAD, GALLOWAY, NJ 08205
(609) 652-3700 EXT. 241/249 FAX: (609) 652-5259

Richard Roesch
DIRECTOR OF COMMUNITY DEVELOPMENT
CONSTRUCTION OFFICIAL

APPLICATION FOR ZONING PERMIT

APPLICANTS' NAME _____

ADDRESS _____

BLOCK _____ LOT _____

FOR CONSTRUCTION: (CHECK ONE)

___New Structure ___Garage ___Barn ___Pool ___ Shed ___Addition

___Deck ___Shed ___Porch ___Sign ___Other:_____

LAND USE: (CHECK ONE)

___Land Use Compliance ___Forestry ___Other:_____

LOT DIMENSIONS: (ATTACH A COPY OF SURVEY)

Width_____ Depth_____

SET-BACK DIMENSIONS: (INDICATE SET-BACKS ON SURVEY)

Front_____ Side_____ Rear_____

WHEN APPLICABLE:

1. ATTACH A COPY OF PINELANDS NOTICE OF FILING AND DEP APPROVAL.
2. ATTACH A COPY OF DECISION AND RESOLUTION FROM PLANNING OR ZONING BOARDS.

APPLICANTS SIGNATURE_____

LAND USE ADMINISTRATOR INITIAL_____

DATE_____

Please Sign And Return The Following Affidavit

THE APPLICANT BY ACCEPTING THE PERMIT WILL BE DEEMED TO HAVE CONSENTED TO THESE REQUIREMENTS. A COMPLETE COPY OF THE APPROVED PLANS MUST BE KEPT ON THE JOB SITE. ANY VIOLATIONS OF THE APPROVED PLANS AND/OR PERMIT WILL BE NOTED AND THE HOLDER OF THE PERMIT NOTIFIED OF DISCREPANCIES. ADRESS, BLOCK & LOT W/PERMIT NUMBER MUST BE PROMINENTLY DISPLAYED AT ALL TIMES.

_____ _____

Signature of Applicant Date