

**BOROUGH OF ESSEX FELLS**  
**ADDITION / NEW SINGLE FAMILY CHECKLIST**

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO COMPLEXITY OF PROJECT

1. Need a copy of contractor's current Home Improvement card. Applications will not be accepted without this information.
2. Need (2) copies of the current survey with addition drawn to scale and setbacks to property lines shown. Must be separate from plans.
3. Need two (2) sets of construction plans.
4. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing sub-code sections must have the contractor's raised seal.
5. Need homeowner's plan certification section of application completed unless plans are drawn by a NJ registered architect.
6. Need (2) copies of the res-check from architect.
7. Need footing size, depth, and location on foundation floor plan.
8. Show basement / crawl space floor material and thickness.
9. Show interior footing drains and sump pit.
10. Show first and second floor joist size, spacing and direction on floor plan.
11. Show first and second sub-floor and finish floor material and thickness.
12. Show typical wall stud size and spacing.
13. Show ceiling joist size, spacing, and direction on the floor plan.
14. Show roof rafter size, spacing and direction on the floor plan.
15. Specify wall / roof sheathing material and thickness.
16. Specify siding / roofing material proposed.
17. Specify wall / floor / roof insulation material and thickness proposed.
18. Specify interior wall / ceiling material and thickness proposed.
19. Show girder / header sizes and spans on the floor plan.
20. Show egress window locations on the floor plan.
21. Show wired smoke detector and CO detector locations proposed on the floor plan.

**PLEASE NOTE THE FOLLOWING AND BE SURE TO INCLUDE IN YOUR APPLICATION PACKAGE:**

- Need to contact Soil Conservation at 862-333-4505 for **all additions and new homes.** Their email is: [information@hepscd.org](mailto:information@hepscd.org). Located at 80 Orchard St., Bloomfield, NJ 07003
- Must complete Residential Zoning Application with a check for \$85.00 payable to *The Borough of Essex Fells*
- Must complete Surface Drainage Permit Application for Engineering Dept., who will then inform you if escrow check is required for your project.
- Need topographic survey drawn by a surveyor showing proposed residence with zoning setbacks. Show top of foundation height and proposed grades. **Foundation location survey must be submitted immediately after foundation inspection and must show first floor grading point.**

**AS OF AUGUST 20, 2007 A LOW VOLTAGE ALARM SYSTEM MAY NO LONGER BE THE SOLE ALARM SYSTEM IN A BUILDING**

If a low voltage system is existing and you want to build an addition, the low voltage system cannot be extended. You must install a complete 110V interconnected system in the new addition as per the requirements below.

- If the addition is at least 5% of the footprint of the house, all levels of the house must be hardwired. The new addition only has to be hardwired if there is a bedroom. If the new addition is not a bedroom, you are required to hardwire all levels of the existing house with a 110V interconnected system.
- If the addition is 25% of the footprint of the house, a complete 110V interconnected system in each new or existing bedroom plus all levels of the house must be installed.

Revised 11/7/2017