

BOROUGH OF ESSEX FELLS
OPEN DECK 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) current copies of the survey with deck drawn to scale and setbacks to property lines shown. Must be separate from plans.
3. Need four (2) sets of construction plans. In addition to actual plans.
4. Need to fill out applicable sub-code sections. Building section for deck and Electrical section for any light fixtures or receptacles. If there is no existing light fixture at deck, one is required by code. Contractors must sign application and electrical seal is required.
5. Need homeowner's plan certification section of application completed unless plans are drawn by a New Jersey registered architect.
6. If homeowner is drawing their own plans, must include name, address and signature on them. Plans must show dimensions of deck and building material used.
7. Need footing size, depth, and location on deck plan. Typical pier is 12 x 12 x 42.
8. Show joist size, spacing and direction on deck plan.
9. Show girder sizes and spans
10. Guardrail should be 36" minimum height and should not allow passage of an object 4" or more in diameter.
11. Handrails are required on all stairs with two (2) risers or more. Maximum width for grasp on handrail is 2-5/8".
12. Lag bolt ledger board to residence
13. Must complete Residential Zoning Application and enclose a check for \$85.00 payable to *The Borough of Essex Fells*.
14. Must enclose Impervious Coverage Calculations (not to exceed 25% total).