

**TOWN OF GUTTENBERG
BUILDING DEPARTMENT**

**CONSTRUCTION PERMIT APPLICATIONS
GENERAL INSTRUCTIONS**

Please be advised that when submitting permit applications, YOU MUST SUBMIT THE FOLLOWING:

1. A COPY OF YOUR LICENSE AND CERTIFICATE OF INSURANCE
Showing The Town of Guttenberg as a certificate holder.
Failure to do so will result an application denial.
2. The jacket MUST include the correct block and lot (you must obtain this information from tax office)
3. Sections VI and VII must be completed to the best of your ability.
Furthermore, you MUST include the current number of dwelling units before
And after construction, no matter how large or small your project is.
4. The certification In Lieu of Oath must be completed and signed.
5. Should you be applying for NEW CONSTRUCTION or ADDITION, be
Sure to include three sets of original plans, sealed by a New Jersey Licensed
Architect, the Architectural Plans Check-List including all documentation; a
Copy of the resolution from the Board of Adjustment or Planning Board if
Applicable; and any other documentation as requested by the Building
Department.
6. Should you be applying for a Building Demolition Permit, be sure to include
The Demolition Permit Check-List including all of its documentation.
Furthermore you will need to obtain Dumpster Permits from the Building
Department.
7. The Building Tech Form must be completed in its entirety, including Sections
A,B,Section C. The Estimated Cost of Bldg. Work must be completed.
Section D, entitled "Description of Work" must be completed in detail
Including all work that is being done. Failure to do so will result in permit
Denial.
8. The Electrical Tech Form must be completed in its entirety including
Sections A, B, and C. Furthermore when completing Section D, include all
KW,HP and AMP information. The permit must be sealed by the licensed
Electrical who is submitting electric application. Failure to do so will result
In permit denial.
9. The plumbing Tech Form must be completed in its entirety including Section
A,B, and C. Furthermore, the permit must be sealed by the licensed plumber
Who is submitting application. Failure to do so will result in permit denial.
10. The Fire Tech form must be completed in its entirety including Sections A,
B,C and D. Furthermore, the permit must be sealed by the licensed fire

Protection/alarm installation company submitting the application. Failure to do so will result in permit denial.

11. The Construction Permit Form must be completed in its entirety including a detailed description of work and the TOTAL cost of all of the work that you will be doing at the property. Failure to do so will result in permit denial.
12. The Permit Update Form must be completed in its entirety including the Permit Number which you are updating and the TOTAL cost of all the additional work that you will be doing at the property.
13. Should you be applying for a Change of Contractor, you must complete the Appropriate Technical Section reflecting the new contractor's information. It Must duplicate exactly what is on the original permit. Any additional work Will require a permit update. Furthermore, you must submit an original, Notarized letter from the owner of the property authorizing said change and a copy of the new contractor's license and certificate of Insurance with the Town Of Guttenberg as the Certificate Holder.