

# Permit Information

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Borough of Wildwood Crest Construction Office

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Office Hours: Monday - Friday 9:00 a.m. - 4:30 p.m.

[NJ DCA Division of Codes and Standards](#)

If you live in a Flood Zone Area please check with the [NJDEP](#) to see if a permit is required.

NJDEP Hot Line #1-800-448-7379

The Construction Office oversees the enforcement of all New Jersey State adopted construction codes which include building, fire, plumbing, electrical, mechanical, asbestos, barrier free access and lead abatement within the boundaries of the Borough of Wildwood Crest.

Wildwood Crest is a class 1 municipality which by definition requires all code enforcement officials to be licensed as high-rise and hazardous specialist (HHS). All inspectors are licensed by the state and are enrolled in a continuing educational program.

Plan review and inspections are performed by an agency contracted by the Borough.

The purpose of the Construction Office is to control all matters concerning the construction, alteration, addition, repair, removal, demolition, use, location, occupancy of all building and structures and adequately protect the health, safety and welfare of the

people of Wildwood Crest. Administrative, technical and advisory assistance is provided to all property owners, homeowners, architects, engineers, attorneys, developers, business owners and local and state agencies.

## **CONSTRUCTION PERMITS**

Construction Permits are required to construct, enlarge, repair, alter, renovate, demolish, reconstruct or change the use of a building or structure or to install equipment. This is not an all inclusive listing of permit requirements. Permit questions should be directed to the Construction Official at 609-522-3916 ext 158.

Prior to applying for a permit there are certain approvals or certifications that may be required. These approvals are called Prior Approvals and are issued by various Federal, State, and/or County agencies. Some prior approval requirements that apply to some building permits are:

1. Zoning (609-522-6935).
2. Cape Atlantic Soil Conservation (609-626-3144).
3. Water from either City of Wildwood Water Utility (609-846-2022) or a well permit from the NJ Department of Environmental Protection (609-984-6831).
4. Sewer from the Borough of Wildwood Crest (609-522-5176).
5. Curb and Sidewalk approval from the Borough of Wildwood Crest Engineer at Van Note Harvey (609-465-2600).
6. Coastal Area Facilities Review Act (CAFRA) permit (609-292-0060).

### **What is a Building Permit?**

A Building Permit is a license to proceed with the work approved and shall not be construed as authority to violate, cancel or set aside any of the provisions of the regulations. The work must conform to the approved application, plans and specifications for which the permit has been issued including prior approvals and any amendments to the approved plans.

## CONSTRUCTION APPLICATION

A Construction Application is an application for a Building Permit. The application must contain a general description of the work, the work location, use and occupancy of all parts of the building or structure, the owner(s) name and address, block/lot, sanitary waste disposal (sewer or septic), water or well, etc. Additionally, two copies of plans, drawn to scale, with sufficient clarity and full dimensions to show the nature and character of the work to be performed are required. Plans must show the following details:

Building Plans: Shall show foundation, floor, roof, structural plans (framing details), door and window sizes, section details, connection details, etc.

Electrical Plans: Shall show floor and ceiling plans, lighting, receptacles, motors and equipment, service entry location, line diagram and wire, conduit and breaker sizes.

Plumbing Plans: Shall show floor plans, fixtures, pipe sizes, equipment and other materials, fixture schedule and sewage disposal information.

Mechanical Plans: Shall contain floor and ceiling plans, size of air distribution ducts, duct location, and location of all equipment that will be installed.

**Note:** All plans must be sealed and signed by a New Jersey Registered Architect or Licensed Engineer. The Construction Official may waive the requirement for sealed plans in the case of a single family homeowner who has prepared their own plans for the construction, alteration or repair of a structure intended to be used exclusively as their private residence, and to be constructed by the homeowner.

**Forms necessary for the filing of a Permit Application can be downloaded from this site:**

<http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>

## INSPECTIONS

When a Building Permit is issued, the work must be inspected throughout the construction process. All inspections will be made by subcode officials. The following inspections must be completed before work may proceed beyond the completed stage:

1. The bottom of footing trenches must be inspected before concrete is placed in the trench. In case of pile foundations, a piling report shall be submitted before the inspection

is made. The piling report must bear the seal and signature of an Architect or Licensed Engineer.

2. Foundations and all walls up to grade level must be inspected prior to back filling around the foundation.
3. All structural framing and connections, plumbing, electrical and fire rough installations must be inspected prior to insulating the walls.
4. Insulation installation must be inspected before sheet rocking the walls.
5. A final inspection of the entire project must be made before a Certificate of Occupancy is issued.

All inspections must be approved before proceeding to the next phase of the project.

**NOTE: FINAL PAYMENT TO THE CONTRACTOR IS NOT REQUIRED TO BE MADE BEFORE A FINAL INSPECTION ON CONSTRUCTION PERMITS FOR BUILDING, ELECTRIC, PLUMBING, FIRE PROTECTION OR ELEVATOR IS PERFORMED PURSUANT TO N.J.A.C. 13:45A – 16.2(a) 10.ii.**

### **SCHEDULING AN INSPECTION**

To schedule an inspection, contact the Construction Office at 609-522-3916 x 158. Notify the Construction Office 24 hours prior to the time the inspection is required. Inspection requests received prior to 3:00 p.m. are normally scheduled the next day. Inspections will always be completed within three business days.

### **CERTIFICATE OF OCCUPANCY**

A Certificate of Occupancy is required for all building projects. Upon completion of the building or structure and passing the final inspection, the applicant must submit an application for a Certificate of Occupancy. The Construction Official will issue either a Temporary or Full Certificate of Occupancy within **10 Days** after the last approval.

**IT IS UNLAWFUL TO OCCUPY A BUILDING OR STRUCTURE WITHOUT OBTAINING A TEMPORARY CERTIFICATE OF OCCUPANCY OR CERTIFICATE OF OCCUPANCY.**