



TOWNSHIP OF CHATHAM
LAND DEVELOPMENT OFFICE
58 Meyersville Road Chatham, New Jersey 07928
(973) 635-3202
Fax (973) 635-4002

Land Use Administrator (973) 635-3210 Construction Official (973) 635-3202 Zoning Officer (973) 635-3203

REQUIREMENTS FOR VARIOUS CONSTRUCTION PERMITS

SURFACE GRADING PERMIT*

- **If land disturbance is less than 1,000 sq. ft. you may apply for a Surface Grading Waiver. Approval is up to the discretion of the Construction Official.**
- **If land disturbance is over 1,000 sq. ft. Surface Grading Application is required along with (5) sets of Surface Grading Plans (1 is for tree removal-see tree removal permit**) (1) set of Architectural Plans**

\$400.00 application fee for lot grading that involves a structural retaining wall

\$400.00 application fee for a new structure or land disturbance of over 1000 sq.ft. or placement of more than 20 cubic yards of material. (Pools, New Homes)

\$400.00 application fee for an addition to an existing structure or disturbance of less than 1000 sq. ft. or less than 20 cubic yards of fill that would affect critical areas, or impacts drainage/grading within 5 feet of the property line.

For all Surface Grading revisions, fee is amount equal to original submission.

TREE REMOVAL PERMIT required if tree is more than 18” in diameter when measured at a point 4 ½ feet above the ground level on the downhill side of such tree.

****If trees are to be removed a tree removal permit must be applied for. Trees should be marked on Surface Grading Plan.**

\$10.00 application fee

NEW HOMES

Zoning Application, Building, Electrical, Plumbing, & Fire Subcodes, Specifications for all heating and cooling appliances, *Surface Grading Application, Tree Removal Application

- 4 sets of plans
- 4 copies of the survey
- 5 surface grading plans (1 to be used for tree removal- see tree removal permit**)

ADDITIONS & ALTERATIONS

Zoning Application, Building, Electrical, Plumbing, & Fire Subcodes if needed, *Surface Grading Application for additions over 1000 sq.ft. You can apply for Surface Grading Waiver for additions under 1,000 sq.ft.

- 3 sets of plans
- 3 copies of survey for addition only (addition drawn in to scale)
- 5 surface grading plans (1 for tree removal- see tree removal permit**), 1 additional architectural plan if Surface Grading is needed

ACCESSORY STRUCTURES:

- **SHED** Zoning only → if 100 sq. ft. or less
Zoning & Building → if over 100 sq. ft.
Maximum: 150 sq.ft.
 - 3 copies of Survey, 3 sets of Plans or if pre-fab shed specs required
- **DETACHED GARAGE** Zoning & Building
Maximum: 500 sq.ft.
 - 3 copies of Survey, 3 sets of Plans

RETAINING WALLS:

LANDSCAPE RETAINING WALL

Definition- a retaining wall (4) feet in height or less, which does not support any structure within a distance from the top of the wall equal to the height of the retaining wall.

- **Zoning & Survey**

STRUCTURAL RETAINING WALL

Definition- a retaining wall greater than (4) feet in height or which supports any structure within a distance from the top of the wall equal to the height of the retaining wall or the failure of which would adversely affect structures on the property or could cause significant property damage on adjoining land.

- **Zoning & Building**
- **Survey**
- **3 sets of plans**
- **Needs to be designed by licensed professional engineer or architect**
- **Upon review from the Construction Official may need *Surface Grading Application**

UNDERGROUND POOL

**Zoning, Building, Electrical, Plumbing,
*Surface Grading**

- **4 sets of plans**
- **4 copies of the survey**
- **5 surface grading plans (1 is for tree removal- see tree removal permit**)**

ABOVE GROUND POOL

**Zoning, Building, (Electrical & Plumbing
if necessary)**

- **3 sets of plans**
- **3 copies of the survey**

DEMOLITION

**Zoning, Building & Demolition
requirements handout**

DECK

**Zoning, Building, & Deck requirements
handout**

- **3 sets of plans, 3 copies of survey (deck drawn in to scale)**

RE-ROOF & VINYL SIDING	Zoning and Building (no more than 2 layers of roofing allowed)
AIR CONDITIONER	Zoning, Plumbing, Electrical
HOT WATER HEATER, BOILER, & FURNACE	Zoning, Plumbing & Fire, Chimney Certification for replacement only
GAS FIREPLACE	Zoning, Plumbing , Fire, Specifications. Chimney Certification for replacement of inserts only
MASONRY FIREPLACE	Zoning & Building
OIL TANK REMOVAL (Abandonment/Fill)	Zoning & Building
OIL TANK INSTALLATION	Zoning, Plumbing, Fire
RADON REMEDIATION EQUIP.	Zoning, Building, & Electrical
UNDERGROUND LAWN SPRINKLER	Zoning, Plumbing, & Electrical
BURGLAR ALARM	Zoning, Electrical, Fire & Cut sheets
CHIMNEY LINER	Zoning, Fire
MASONRY CHIMNEY	Zoning & Building
HOT TUB WHIRLPOOL & JACUZZI	Zoning, Building, Electrical, Plumbing if necessary
POOL HEATER	Zoning, Plumbing, & Fire
SEPTIC ABANDONMENT	Zoning & Plumbing
SEWER CONNECTION	Zoning & Plumbing Separate Administrative Sewer Connection Application (Street to curb – township engineer insp.) (Curb to home – plumbing insp.)
SEWER INSPECTION	(For re-sale call Public Works 377-5114)

SMOKE ALARM & DETECTORS

**Zoning, Electrical, & Fire
(Rental or Resale of home – call
635-4600 for appointment)**

WATER SERVICE CONNECTION

Zoning & Plumbing

FENCE

**Up to 6’ no permit is required, if corner
lot see Zoning Officer, good side
of fence should face neighbor**

DEER FENCES

**Up to 8’ no permit is required netting
type only**

1. **FOUNDATION LOCATION SURVEY** must be submitted upon completion of foundation (before frame)
2. **AS-BUILT FRAMING ELEVATION SURVEY** must be submitted upon completion of highest roof peak
3. **FINAL SURVEY** must be submitted prior to C/O issuance
4. **APPLICATION FOR C/O** to be submitted 10 days prior to issuance of a C/O