



Jon S. Corzine
Governor

State of New Jersey
Department of Community Affairs
Division of Codes and Standards
PO Box 802
Trenton, New Jersey 08625-0802



Susan Bass Levin
Commissioner

BULLETIN NO.

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Subject: **Permit Documentation**

Reference: **N.J.A.C. 5:23-2.15**

In the renovation of existing buildings, there are a number of items which should not be included in the permit application filed under the Uniform Construction Code (UCC). Homeowners, designers, and builders have brought to the attention of the Department of Community Affairs instances of non-UCC items which do not require a permit being included in the permit application. Often, ordinary maintenance items [N.J.A.C. 5:23-2.7(c)] for which no permits are required are included with other items for which permits are required. Three examples follow:

1. In the renovation of a kitchen in a single-family dwelling, the items for which a permit is required, generally speaking, are plumbing fixture rearrangement and the installation of new electrical outlets. The replacement or new installation of kitchen cabinets, plumbing fixtures, and kitchen appliances does not require permits; therefore, its cost should not be part of the permit documentation.
2. In a new tenant fit-up in Group B or M, with no change in use, the cost of alteration work that involves furniture and furnishings, wallpapering, painting, etc. must be excluded from the permit documentation.
3. The renovation of buildings of Group H or F may involve extensive installation of process pipings and equipment. The installation of process pipings and equipment does not require a permit, and its cost must not be included in the permit documentation.

The above list illustrates the problem. It is not an exhaustive list; there are other situations that are similar to those described above. Therefore, code officials are advised to review carefully the documentation for permit applications that include alteration work. Items for which no permit is required must be identified and excluded from plan review and inspection, as well as from the total cost for the calculation of the permit fee (including the Department Training Fee). Code officials should contact the Code Assistance Unit at (609) 984-7609 with any questions.

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