

**BOROUGH OF MIDLAND PARK**  
**BUILDING DEPARTMENT**

**CHECKLIST FOR NEW CONSTRUCTION, ADDITIONS, AND RENOVATIONS:**

Job Site: \_\_\_\_\_

(✓ or N/A)

- \_\_\_\_\_ One copy of an unmarked survey
- \_\_\_\_\_ Site Plan taken from current survey 1) showing all existing and proposed structures and 2) showing all existing and proposed setbacks
- \_\_\_\_\_ Three copies of building plans with a minimum of two sealed by a NJ licensed architect or prepared and certified by the homeowner.
- \_\_\_\_\_ Fully completed Sub-Code forms with separate building costs for alteration and new construction. Square footage and volume for any additions(on permit jacket).
- \_\_\_\_\_ Riser diagram for any new plumbing work.
- \_\_\_\_\_ A/C Condenser(s) located on survey, if applicable.
- \_\_\_\_\_ “Res-Check” Energy Code calculations.
- \_\_\_\_\_ Smoke detector layout: Smoke detectors are required on each level when the total footage of the addition is 5% or more of the square footage of the largest existing floor. When addition is 25% or more, smokes are required in every bedroom on every level.
- \_\_\_\_\_ Plot Plan/Engineering Review Required- any new proposed dwelling or any addition(s) that increases the footprint by 500 square feet or greater. (See ordinance # 12-06 for requirements and fees.)
- \_\_\_\_\_ Soil Movement / Engineering Escrow- 50 cubic yards or more of soil movement requires separate application. (For less than 50 cy- submit calculation for soil movement on back of this sheet)
- \_\_\_\_\_ Bergen County Soil- 5,000 sf of soil movement requires Bergen County approval
- \_\_\_\_\_ Copy of Home Improvement Contractor’s License, if applicable.
- \_\_\_\_\_ An as-built is required for all new structures. An as-built is also required for all additions over 500 sf. Must be submitted prior to CO.
- \_\_\_\_\_ NWBUA - Sewer connection referral- required for 1)a new sewer connection, 2)any changes to a commercial structure that results in an increase in total floor area, and 3)a residential change that increases bedrooms from 1 or 2 to 3 or more.  
Existing # of Bedrooms \_\_\_\_\_ Proposed # of Bedrooms \_\_\_\_\_
- \_\_\_\_\_ “Statewide Non-Residential Development Fee Act”- imposes 2.5% development fee on all non-residential new construction and additions. (N-RDF Form)

**THIS CHECKLIST MUST BE FILLED OUT, SIGNED AND SUBMITTED WITH ALL APPLICATIONS.**

Property Owner Signature: \_\_\_\_\_

(Rev. 8/08)