



WASHINGTON TOWNSHIP

RESIDENTIAL ADDITION APPLICATION INSTRUCTIONS

Zoning approval must be obtained prior to submission to the Building Department

Only complete applications will be accepted and permits will be reviewed in date-stamped order.

1. Three (3) sets of building plans. All drawings prepared by a New Jersey licensed design professional must be signed and sealed (2 of the 3 sets). Plans drawn by homeowner shall include their name, address & signature and must reside there.
2. Copy of contractor's current Contractor's Home Improvement Registration card.
3. Manila folder must be completed in full on front cover and signature on inside cover.
4. Area –Largest Floor, New Building Area & Volume of New Structure must be indicated on the manila folder and building sub-code form. Separate renovation cost from addition cost.
5. Completed applicable sub-code sections with estimated cost and signed by person performing work.
6. Include wiring diagram for electrical work (receptacles, switches, devices).
7. A plumbing riser diagram is required.
8. Framing detail is required, and the framing checklist is required at framing inspection. ResCheck is required.
9. Specifications for new/replacement heating units or wood/gas fireplaces are required as well as a Chimney Verification form signed by professional only. Manual J, D and S required for new HVAC units.
10. A survey is required to indicate location of exterior equipment and property lines.
11. For a new structure that exceeds 400 square feet of roof area:
 - Morris County Soil Conservation (Washington Twp) approval is required or Upper Delaware Soil Conservation (Mansfield Twp)
12. If you have a septic system health department approval is required.
13. Additions expanding the first floor footprint of the home will be responsible to pay a COAH fee before issuance of the permit – Washington Township