

I want to build:

A new house.....

1. Contact Sewage Enforcement Officer to have percolation and probe testing done
2. Sewage Facilities Planning approval is needed by DEP if property is subdivided or second dwelling on the same property.
3. Select new home plans.
4. Prepare a sewage system design based on the number of bedrooms proposed.
5. Obtain a septic permit from the Sewage Enforcement Officer.
6. Obtain permit (where required) for a well water supply.
7. Drill a water well and obtain well report.
8. Prepare a plot plan according to municipal guidelines.
9. Apply for and obtain necessary Zoning approvals.
10. Apply for and obtain driveway entry permit.
11. Prepare design of structure; including plot plan, cross sectional views, floor plan, and other pertinent details.
12. Complete building permit application; submit 3 copies to CCIS along with 2 copies of the plans for review.
13. Plan Review – Successful; permit issued
Unsuccessful; permit denied, list of corrections sent to applicant.
14. Permit issued – a list of the required inspections is attached to the permit along with any special considerations or conditions.

15. Applicant contacts CCIS Inspector for all inspections. Work is not to go beyond any indicated inspection without first obtaining the required inspection. Applicant should contact the municipality for all required Zoning Permit inspections.
16. Upon completion and after successful final construction inspection, obtain a Certificate of Occupancy.
17. Request a final Zoning inspection from the municipality.
18. Upon completion and after successful final Zoning inspection, obtain a Certificate of Use.

Applicant may now legally occupy structure.