Borough of Highlands Department of Building & Construction

TYPE OF WORK	Requires Zoning Permit	REQUIRED UCC SUBCODE TECHNICAL SECTIONS - RESIDENTIAL: Construction Permit Application	Building Technical	Plumbing Technical	Electrical Technical	Fire Technical	Mechanical Technical	Can Homeowner do their own work and draft plans?
A/C Condenser/Coil	**X**	**X**		**X[5]**	**X**		**X[5]**	SEE NOTES ① - ⑧ BELOW FOR THE DIFFERENT TYPES OF RESIDENTIAL DWELLINGS WHERE THE HOMEOWNER IS PERMITTED TO PERFORM THEIR OWN CONSTRUCTION AND DRAFT THEIR OWN PLANS
Addition [1]	X	X	X	X	X	X		
Alteration [1, 8]	**X**	**X**	**X**	**X**	**X**	**X**		
Boiler		**X**		**X[5, 10,13]**	**X**	**X[13]**	**X[5, 10]**	
Chimney Liner [5]		**X**				**X[5]**	**X[5]**	
Deck	X	X	X					
Duct Systems		X	X[12]				X[12]	
Electric Service		X			X			
Electric Vehicle Charger	X[11]	X	X[11]		X			
Fence [2]	X	X	X					
Fire/Security Alarm [3]		**X**			**X**	**X**		
Fire Log insert		**X**					X	
Fireplace/Insert (Factory)	X	**X**	**X**			X		
Fireplace (Masonry)	X	**X**	X					
Furnace [5]		**X**		**X[5]**	**X**	**X[5]**	**X[5]**	
Generator	X	X		X	X	X[9]		
Pool, Above Ground [6, 9]	X	X	X	X[6]	X	X[9]		
Pool, Heater	X	X		X[5]			X[5]	
Pool, In-ground [9]	X	X	X	X	X	X[9]		
Photovoltaic System	X	X	X		X			
Radon		**X**	**X**		**X**			
Renovation [1, 8]	**X**	**X**	**X**	**X**	**X**	**X**		
Roof [3]		X	X					
Shed [4, 7]	X	X	X					
Siding [3]		X	X					
Sign, Wall/Ground/Post [7]	X	X	X		X			
Spa/Hot Tub	X	X			X			
Tank Removal		X				X		
Water Heater		**X**		**X[5, 10]**	**X[if electric]**		**X[5, 10]**	

BOLD denotes MINOR WORK (N.J.A.C. 5:23-2.17A) WHAT CONSTITUTES MINOR WORK?

1. Application requires the Subcode Technical Section for the work being performed. For example, if an Addition includes electrical and plumbing work, then the Application must include an electrical and plumbing permit.
2. A Fence less than 6 feet high does not require a construction permit UNLESS IT IS PART OF A POOL CODE BARRIER.
3. Not required for one-and-two-family homes.
4. Construction permit is not required for a shed less than 200 sq. ft., eave height of less than 10 ft., no installed or required foundation.
5. For existing dwellings, Mechanical Technical must be used in place of Plumbing or Fire, and Chimney Verification F-370 is required.
6. A Plumbing permit is required if the pool has a floor drain.
7. An Electrical permit is required if electric is to be installed.
8 *Renovation* or *Alteration* is **MINOR WORK** in an existing one or two-family dwelling where no structural members are involved.
9. Fire Permit is only required if a pool heater or generator is installed in a **NEWLY CONSTRUCTED** RESIDENTIAL DWELLING.
10. Must be a license plumbing contractor and the potable water side of a combination (combi) boiler.
11. Free standing or pole mounted requires a zoning permit, and a Building Technical required if footing/foundation is proposed for the unit.
12. Duct Systems in **new construction** requires a Building Technical only. New Duct Systems in **existing dwelling** requires Mechanical Technical only. Replacement Duct Systems in **existing dwellings** is **Ordinary Maintenance** and NO permit is required.
13. Not required for direct replacement/new installation in existing dwellings. Chimney Verification F-370 required for existing dwellings.

HOMEOWNERS PERFORMING THEIR OWN WORK AND DRAFTING THEIR OWN CONSTRUCTION PLANS

Source: UCC Construction Code Communicator; Volume 31, No. 1	Plumbing		HVACR		Electrical	
Type of Dwelling	**Plans**	**Work**	**Plans**	**Work**	**Plans**	**Work**
① Single-family detached home; own and reside	Yes	Yes	Yes*	Yes*	Yes	Yes
② Single-family detached home; own BUT not reside	No	No	No	No	No	No
③ Two-family detached home; own and reside	No	No	No	No	Yes	Yes
④ Two-family detached home where they own BUT not reside	No	No	No	No	No	No
⑤ Attached single-family townhouse; own and reside	Yes, if single sewer system		Yes	Yes	Yes	Yes
⑥ Attached single-family townhouse; own BUT not reside	No	No	No	No	No	No
⑦ Unit in building of three or more dwellings; own and reside	No	No	No	No	Yes	Yes
⑧ Unit in building of three or more dwellings; own BUT not reside	No	No	No	No	No	No

*** Cannot do work that involves the use of chlorofluorocarbons (CFCs) or hydrochlorofluorocarbons (HCFCs)**

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