

NEW CONSTRUCTION  
BROCHURE  
FOR THE  
TOWNSHIP OF GALLOWAY  
300 E. JIMMIE LEEDS ROAD.  
GALLOWAY, NJ. 08205  
(609) 652-3700



**Welcome**, to Galloway Township, the following information is to be used as a guide only, this brochure is in no way meant to give you all the answers to all your questions, please remember to call the office for you particular project.

This is a guide to help answer many questions generally asked concerning Building and Zoning questions as they pertain to permit applications. The Township has a staff which is available from 8:30 to 4:30 Monday through Friday to answer any further questions you may have.

**When is a permit required?** The following is a brief list of permit requirements but if what your looking isn't on the list or you have any questions it is always best to contact the Construction Office.  
(609) 652-3700 ext. 241 or 249.

Decks, sheds over 100 sq. feet, in-ground and above ground pools, roofing, siding, electric service, heat/hot water heater replacements or conversions, sewer, water, sprinklers lawn and fire, additions, new homes, garage conversions, basement conversions. Some of these projects my also require a Zoning permit.

**When is a Zoning permit required?** A zoning permit is required on any improvement to your property that would affect or encroach on the setbacks to your property line. Each zoning district has different requirements; a zoning application should be submitted with your building permit application to ensure compliance. In some cases a variance may be required.  
(609) 652-3700 ext. 277

**What is a variance?** Sometimes it may be necessary to obtain a variance for work you are doing, such as when you exceed the impervious coverage allowed or cannot meet the requirements for the setbacks in your zoning district. A variance is obtained through an application process that is heard by the Zoning Board of Adjustment. The application and fees required can be obtained from the Zoning/Building Department; they will guide you through the process and time frames required.  
(609) 652-3700 ext. 218

Any structures within or adjacent to any recorded easement is prohibited in Galloway Township. This includes Atlantic City Electric Company easements. Inquiries concerning Atlantic City Electric Company easements should be addressed to: Atlantic City Elect. Co., 5100 Harding Highway Mays Landing, NJ. 08330, ATTN: Right-A-Way Department.

**ATTACH A COPY OF YOUR APPROVAL TO THIS APPLICATION.**

# GALLOWAY TOWNSHIP PERMIT REQUIREMENTS

1. Pineland Certificate of filing, if applicable.
2. Tree Clearing application with sketch on survey or diagram.
3. Cape Atlantic Soil Conservation approval or letter of exemption.
4. Sealed survey showing proposed dwelling, elevations, grading, setbacks and flood hazard zone, if applicable.
5. Septic system approved by the Atlantic County Board of Health with the County seal and stamp, if applicable.
6. State well permit, if applicable.
7. Sewer connection letter from Galloway Township MUA.
8. Water letter from the New Jersey American Water Company.
9. Zoning application.
10. Building application.
11. Electrical application, sealed by a NJ State licensed electrician, **unless work is being done by homeowner in an owner occupied dwelling.**
12. Plumbing application, sealed by a NJ State licensed plumber, **unless work is being done by homeowner in an owner occupied dwelling.**
13. Fire application.
14. **Three** sets of plans **two** must be sealed with details;
  - If homeowner is doing the work the homeowner can draw the plans, as long **as homeowner is doing work on the owner occupied dwelling.**
  - Otherwise we can only accept NJ State licensed architectural or NJ State licensed design professional prints.
  - If you are requesting a **footing and foundation** permit first, you must provide the office with **3** sets of sealed plans.
15. **Plans must include, but not limited to,**
  - Footing, foundation, vapor barrier, water proofing, insulation (R-Values), floor, wall and roof framing details, energy code calculations (see back of brochure for application).
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  - Website available for energy code info at **[www.energycodes.gov](http://www.energycodes.gov)**. Residential (RESCHECK).
  - Plumbing schematic showing drainage, water, venting, must also include a gas piping diagram showing length and diameter of pipe and BTU's of appliances.
  - Right J calculations, which can be obtained through your heating contractor or heating equipment supplier, this shows the heating and cooling loads for each room.
  - Electrical plans, showing switches, receptacle and lighting locations as well as service location and loads.
  - Mechanical details for heating and air conditioning.

- Fire details such as smoke/carbon dioxide detector locations, number of fueled fired appliances; fireplaces or wood stove details and locations.
- Property must be on an improved road.
- If building on a Township road driveway apron from MUA.
- If building in the Pinehurst or Highlands areas a drainage contribution will be required for single-family homes.
- Copy of prior approval from Planning or Zoning Board if necessary.

For residential development a fee will be paid at the time of the issuance of the permit for COAH (Housing Trust Fund) in the amount of 1% of the equalized assessed value as determined by the tax assessor.

**THREE DAYS PRIOR TO ANY DIGGING A  
MARK OUT MUST BE CALLED IN TO  
1-800-272-1000**

**PORT-A-POTTY'S ARE REQUIRED ON ALL  
CONSTRUCTION SITES.**

**ALL CONSTRUCTION SITES MUST BE  
MAINTAINED AND KEPT CLEAN OF TRASH  
AND DEBRIS.**

**A COPY OF APPROVED PLANS MUST REMAIN ON  
SITE FOR ALL INSPECTIONS.**

**September 4, 2007**

**EFFECTIVE IMMEDIATELY:**

**FOUNDATION LOCATIONS ARE  
NOW REQUIRED FOR ALL NEW  
STRUCTURES PRIOR TO THE  
START OF ANY FRAMING WORK.**

**IN ORDER TO KEEP THIS FROM HOLDING YOU UP....  
WE REQUEST THAT WE RECEIVE THE SECOND SURVEY  
SHOWING THE FOUNDATION LOCATION SOMETIME  
BETWEEN THE FOOTING AND FOUNDATION INSPECTION.**

## REQUIREMENTS FOR TREE REMOVAL PERMITS

In the following instances applicants for new construction of a single-family dwelling are required to submit a tree removal permit:

- Lots less than 20,000 square feet and removing more than 5 trees with DPM between 8 and 12 inches or any tree greater than 12 inches DPM.
- Lots over 20,000 square feet removing trees encompassing more than 10% of the lot area.

If an applicant does not fall into one of the above categories a tree removal permit is not required. In every instance an applicant shall complete an application form and indicate they are exempt and provide the reasons why they are exempt including photographs of the site depicting any trees to be removed.

Applicants that are not exempt shall provide the following information with their tree removal permit:

- A plot plan identifying all trees to be removed with a DPM of 12 inches or greater. The plot plan should include the location of the house, driveway and any other improvements that result in the need for the trees to be removed.
- On lots that were created as a result of a minor or major subdivision the applicant shall submit a plot plan consistent with the plans provided to the Board for approval. If the tree location plan was deferred to the building permit stage by the Planning Board the applicant shall identify all trees to be removed with a DPM of 12 inches or greater.
- Please note that any tree over 12 inches DPM can only be approved for removal if it is necessary to permit the construction of buildings, decks, driveways, septic fields, lawn area, swimming pools and the like. Existing vegetation shall be preserved to the greatest extent practical. It is the intent of the ordinance to restrict clearing no further than 30-feet beyond a building foundation, septic system or driveway.

**\*\* DPM IS THE DIAMETER AT POINT OF MEASUREMENT – 4 ½ FEET ABOVE GROUND LEVEL.**



**APPLICATION FOR TREE PROTECTION PERMIT FOR MAJOR  
SUBDIVISIONS, SITE PLANS AND MINOR SUBDIVISIONS**

1. NAME OF APPLICANT: \_\_\_\_\_

2. FILING AS: \_\_\_\_\_  
(Individual, Partnership, Corporation, etc.)

3. LEGAL ADDRESS AND TELEPHONE NUMBER: \_\_\_\_\_

4. STATUS OF APPLICANT TO PROPERTY: \_\_\_\_\_

5. STREET ADDRESS OF PROPERTY: \_\_\_\_\_

6. BLOCK NO.: \_\_\_\_\_ LOT NO.: \_\_\_\_\_

7. NUMBER OF TREES TO BE REMOVED BY SPECIES: \_\_\_\_\_

\_\_\_\_\_  
(Use additional sheet(s) as required)

18 INCHES OR GREATER: \_\_\_\_\_

8. PROOF THAT THERE ARE NO DELINQUENT PROPERTY TAXES OR ASSESSMENTS  
ON SUBJECT PROPERTY: \_\_\_\_\_

9. PURPOSE OF TREE REMOVAL: \_\_\_\_\_

10. EXEMPTIONS: IF APPLICANT CLAIMS TREES ARE EXEMPT PER SECTION 15-48. PLEASE

SPECIFY DETAILS: \_\_\_\_\_

11. OTHER INFORMATION MAY BE REQUIRED IN ORDER TO EFFECTIVELY PROCESS AND  
DECIDE APPLICATION AS DEEMED BY THE APPROVING AUTHORITY.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE BUILDING DIVISION

\_\_\_\_\_  
SIGNATURE PLANNING DIVISION

\_\_\_\_\_  
DATE

<b>APPROVED SUBJECT TO THE FOLLOWING:</b>
<b>PRJOR TO ANY CUTTING/REMOVAL:</b>
1. Identify and flag trees.
2. The trees to be preserved shall be fenced with high visibility fencing at drip line.
3. Contractor to call Planning Department (609-652-3700) after tree preservation measures are installed.
4. Cutting/Clearing may start within 48 hours notification to Planning Board and receipt of approved permit.
<b>CONDITIONS:</b>



# A GUIDE FOR INSPECTIONS

## REQUIRED INSPECTIONS

Construction work must be inspected in accordance with the State Uniform Code Regulations (N.J. 5:232.18). This department will carry out such periodic inspections during the progress of work as are necessary to insure that work installed conforms to the approved plans and the requirements of the Uniform Construction Code.

The owner or other responsible person in charge of the work must notify this office when work is ready for any required inspections. Requests for inspections must be made at least 24 hours prior to the time the inspection is required. Inspections will be performed within three business days from the time the request is received by the office, unless in extremely busy times the inspection will be scheduled for the next available date. The work requested to be inspected must not proceed in a manner, which would hamper or preclude the inspection until the inspection has been made and given.

1. The bottom the footing trenches before placement of footings, except in the case of pile foundations, inspections shall be made in accordance with the requirements of the building sub code.
2. Foundations and all walls up to grade level prior to back fill or building.
3. A foundation location survey is required prior to rough and frame inspections.
4. Pre-pour inspection for poured/reinforced walls.
5. Slab on grade construction slab prep inspection.
6. Sheathing inspection prior to roofing and siding installation.
7. All rough electric, plumbing and fire inspections. These must be completed and passed prior to a frame inspection.
8. Frame inspection
9. Insulation.
10. Final inspection on all sub codes that apply. The fire inspection should be the last inspection.
11. Final driveway inspection if applicable.

**All inspections must be requested by phone, you must have your permit number, block and lot number, address, owners' last name and type of inspection ready at the time of the call.**

**(609) 652-3700 ext. 241 or 249**



**TOWNSHIP OF GALLOWAY  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

CONSTRUCTION    CODE ENFORCEMENT  
HOUSING    PLANNING    ZONING    LAND USE

**Richard Roesch**  
DIRECTOR OF COMMUNITY DEVELOPMENT  
CONSTRUCTION OFFICIAL

300 E. JIMMIE LEEDS ROAD, GALLOWAY, NJ 08205  
(609) 652-3700 EXT. 241/249 FAX: (609) 652-5259

**APPLICATION FOR ZONING PERMIT**

APPLICANTS' NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

**FOR CONSTRUCTION: (CHECK ONE)**

New Structure     Garage     Barn     Pool     Shed     Addition

Deck     Shed     Porch     Sign     Other: \_\_\_\_\_

**LAND USE: (CHECK ONE)**

Land Use Compliance     Forestry     Other: \_\_\_\_\_

**LOT DIMENSIONS: (ATTACH A COPY OF SURVEY)**

Width \_\_\_\_\_ Depth \_\_\_\_\_

**SET-BACK DIMENSIONS: (INDICATE SET-BACKS ON SURVEY)**

Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

**WHEN APPLICABLE:**

1. ATTACH A COPY OF PINELANDS NOTICE OF FILING AND DEP APPROVAL.
2. ATTACH A COPY OF DECISION AND RESOLUTION FROM PLANNING OR ZONING BOARDS.

APPLICANTS SIGNATURE \_\_\_\_\_

LAND USE ADMINISTRATOR INITIAL \_\_\_\_\_

DATE \_\_\_\_\_

**BLOCK AND LOT VERIFICATION FORM**

THIS FORM MUST BE COMPLETED BY THE APPLICANT AND  
SIGNED BY THE TAX ASSESSORS OFFICE FOR ALL  
CONSTRUCTION PERMIT APPLICATIONS.

Block # \_\_\_\_\_ Lot # \_\_\_\_\_ Qual # \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

Tax Assessors Signature \_\_\_\_\_

Date \_\_\_\_\_

Commercial \_\_\_\_\_

Residential \_\_\_\_\_

**REQUIREMENTS FOR A NEW SINGLE  
FAMILY HOME  
CERTIFICATE OF OCCUPANCY**

1. All final inspections must be completed and passed.
2. Final water test stamped approved by Atlantic County Board of Health. (When applicable)
3. Homeowners warranty certificate. (When applicable)
4. Final sealed survey showing foundation location; and, on homes less than 200 feet off road show that the finished floor area is one foot above the crown of the road.
5. Application for Certificate.
6. Final Cape Soil Approval. (When applicable)
7. Final driveway certificate. (When applicable)
8. Final sign off by engineering. (When applicable)

PAPER WORK FOR APPLICATIONS MUST BE  
SUBMITTED AFTER ALL THE FINAL INSPECTIONS  
HAVE PASSED. IT CAN TAKE UP TO THREE BUSINESS  
DAYS AFTER RECEIPT OF PAPERWORK TO ISSUE THE  
CERTIFICATE.

## **Please Sign And Return The Following Affidavit**

**THE APPLICANT BY ACCEPTING THE PERMIT WILL BE DEEMED TO HAVE CONSENTED TO THESE REQUIREMENTS. A COMPLETE COPY OF THE APPROVED PLANS MUST BE KEPT ON THE JOB SITE. ANY VIOLATIONS OF THE APPROVED PLANS AND/OR PERMIT WILL BE NOTED AND THE HOLDER OF THE PERMIT NOTIFIED OF DISCREPANCIES. ADDRESS, BLOCK & LOT W/PERMIT NUMBER MUST BE PROMINENTLY DISPLAYED AT ALL TIMES.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date