

The Township of Moorestown
Construction Department /
Inspections

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Development permit process

- I. Application received
 - a. Application reviewed for presence in a special flood hazard area (SFHA)
 - i. Initial review conducted by permit intake
 - ii. If not located in the SFHA the application shall proceed to zoning or construction as applicable
 - iii. If the preliminary review shows that it is in the SFHA, the application shall proceed to the flood plain manager (CFM) for further determination
 1. The SFHA review will be conducted by the CFM within approximately ten business days
 2. If the CFM determines that the project area or structure is not within the regulated SFHA the application will proceed to zoning or construction as applicable
 - a. If neither zoning approval or a Uniform Construction Code (UCC) permit is required work shall commence
 - i. Applicant shall be notified by email
 3. If the CFM determines that the project area or structure is in the regulated SFHA, the application shall require a development permit to be issued prior to the commencement of any work
 - a. The applicant will be notified by email and USPS mail that a development permit is required unless already received
 - i. Applicant will also be notified at this time if the project cannot be approved locally through the permit by rule regulations and a New Jersey Department of Environmental Protection (NJDEP) permit is required
 1. An application requiring NJDEP approval

will not proceed and will be considered suspended until NJDEP approval is obtained and provided to the CFM

- a. A local development permit is still required after the NJDEP permit is issued
 - b. A development permit shall consist of the following
 - i. A completed development application
 - ii. A completed substantial improvement (SI) or substantial damage (SD) form
 - iii. A copy of a construction contract or qualified cost estimate
 1. Where any material or labor will be furnished or provided at no cost, its normal or usual cost shall be included in the estimate
 2. See FEMA website [Answers to Questions About Substantially Improved/Substantially Damaged Buildings FEMA 213](#) for further information on SI and SD
 - iv. Plans showing nature and character of the project as applicable
4. Development permit
- a. Applicant will be notified of decision by email and USPS mail
 - i. If the application is denied the explanation will be provided in this notification
 - ii. If approved, the development permit will be included in the USPS mail
 1. The placard shall be displayed on the property, preferably in a window but located in a place where it is visible to the street
 - b. The application will now proceed to zoning or construction as applicable

5. Plan review will be conducted during the UCC plan review portion of the permitting process if applicable
 - a. Any required plans shall be reviewed for compliance with:
 - i. ASCE 24-14
 - ii. NJ edition of the IRC
 - iii. NJ edition of the IBC
 - iv. Other standards as applicable
 - b. This review shall be conducted by
 - i. CFM
 - ii. UCC Subcode Officials or designated plans examiners
 - c. Plan review will be conducted within 20 business days of submission to the construction department
 - i. seven days for a re-review
 - d. Plan review comments shall be sent by email through the SDL software program
- iv. Flood plain inspections
 1. For development permits also having UCC permits with plans
 - a. Inspections will be performed during construction in line with listed UCC inspections
 - b. Inspections will be conducted by:
 - i. UCC Subcode Officials or designated UCC inspectors
 - ii. CFM
 - c. Notification of results of the inspections
 - i. Written notification left on site
 - ii. Posted on the public portal through SDL
 2. For development permits without a corresponding UCC permit
 - a. Inspection will be performed by the CFM or designated agent

3. Elevation certificate (EC)
 - a. Shall be completed and sealed by a NJ licensed Land Surveyor
 - i. See FEMA.gov for exceptions
 - b. Must be submitted at the completion of the framing of the first floor as applicable
 - i. In all cases a EC must be submitted at the completion of work
4. Final inspection and approval
 - a. Final inspection shall be conducted
 - b. If a UCC permit has been issued in conjunction with the development permit than a UCC certificate will be issued at the conclusion of the project after all inspections have been approved and any other agency approvals have been approved
 - c. If a development permit is issued without a corresponding UCC permit a final development permit approval will be issued upon final inspection by the CFM or designated agent