

# CITY OF PLAINFIELD

DEPARTMENT OF PUBLIC WORKS & URBAN DEVELOPMENT  
DIVISION OF INSPECTIONS  
515 WATCHUNG AVENUE  
PLAINFIELD, NJ 07060  
PHONE (908) 753-3386 - FAX (908) 226-8030



APPLICATION for DEVELOPMENT PERMIT (Fee \$20.00- checks, money orders or cash) Pursuant to LUO 17:8-1 - 12/ 2/02 - MC 2010-35 adopted: 12/13/10

PROPERTY ADDRESS \_\_\_\_\_

Date of Application \_\_\_\_\_ Receipt No. \_\_\_\_\_

Fee (Amount) Paid \_\_\_\_\_ Fee received by \_\_\_\_\_

ALL APPLICATIONS REQUIRE SUBMITTAL OF A CURRENT PROPERTY SURVEY. SUBMITTAL OF APPLICATIONS WITHOUT ALL OF THE INFORMATION REQUIRED BELOW WILL RESULT IN DELAY OF PERMIT ISSUANCE/RETURN OF APPLICATION

- Fence (show location, height and type of fence)
- Porch/Deck/Steps (show porch/deck location with dimensions)
- Sign (show proposed sign and sign plan))
- Pool (show location of pool/accessory structures)
- Shed (show location of shed)
- Change of Tenancy (show business/ tenant name and registration, fire registration, and refuse/recycling collector contract)
- Other (With property survey): \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Signature of new Tenant (change of Tenancy only) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Email Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Land Use Zone \_\_\_\_\_

Historic District: yes \_\_\_\_\_ no \_\_\_\_\_ if yes, what District: \_\_\_\_\_

Urban Enterprise Zone: yes \_\_\_\_\_ no \_\_\_\_\_

Flood Zone: \_\_\_\_\_ yes \_\_\_\_\_ no; if yes, provide flood map # \_\_\_\_\_

New square footage: \_\_\_\_\_ New Residential Units: \_\_\_\_\_

Improvement Cost: \_\_\_\_\_ New Jobs: \_\_\_\_\_

Describe in detail the activity to be conducted at the site for which the permit is sought: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Applicant's phone# \_\_\_\_\_ Date \_\_\_\_\_



Please refer to Change of Tenancy Process (available in Building and Planning Division offices) if you have any questions.

**A development permit is a required prior approval for issuance of a building permit under the regulations of the Uniform Construction Code. No structure or part thereof can be erected, raised, moved, extended, enlarged, altered or demolished, and no land can be altered, filled or used, and no lot or lots can be occupied, used, raised in grade six inches (6”), cleared, fenced, or altered or improved in any way in whole or in part for any purpose unless and until the Zoning Officer issues a development permit. A development permit is required for the use of any land, even if there is no structure. The need for the issuance of a building permit or Certificate of Occupancy (CO) requires the filing for a development permit. Surveys must be no older than 10 years.**

**OFFICES WHERE APPLICANTS CAN OBTAIN REQUIRED INFORMATION**

**Name of Property Owner: Tax Assessor - Room 201- Second floor (753-3203)**

**Block: \_\_\_\_\_ Lot: \_\_\_\_\_: Tax Assessor - Room 201 - Second floor**

**Land Use Zone: Planning Division - Room 202 - Second floor**

**Historic District: Planning Division - Room 202 - Second floor**

**Flood Zone: Inspections Division: Room 302 - Third floor (753-3386)**

**Business Registration -Urban Enterprise: Economic Development Division:  
Room 206 -Second floor (226-2513)**

**Fire Registration: Bureau of Fire Prevention - (226-2566)**

**Refuse/Recycling Hauling Contract - Plainfield Municipal Utility Authority -  
(226-2518), property owner/ private hauler**

Land Use/ Zoning Ordinance/Historic District, Urban Enterprise, Change of Tenancy Process guide can be found on the city web site - [www.Plainfieldnj.gov](http://www.Plainfieldnj.gov)

**FOR OFFICE USE ONLY**



**APPROVED**

**DENIED**

**DATE \_\_\_\_\_**

**\_\_\_\_MAY CONTINUE WITH CONSTRUCTION PERMIT**

**\_\_\_\_REFERRED TO ZONING BOARD DATE\_\_\_\_\_**

**\_\_\_\_REFERRED TO PLANNING BOARD DATE\_\_\_\_\_**

**\_\_\_\_REFERRED TO HISTORIC PRESERVATION COMMISSION DATE\_\_\_\_\_**