

TOWNSHIP OF LIVINGSTON  
ADDITION / NEW SINGLE FAMILY CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT  
ACCORDING TO COMPLEXITY OF PROJECT

1. Need a copy of contractors' current Home Improvement card.  
***\*\*Applications will not be accepted with out this information\*\****
2. Need a **current sealed survey** plus two (2) copies of the survey with addition drawn to scale and setbacks to property lines shown. **Must be separate from plans.**
3. Need four (4) sets of construction plans. In addition to actual plans, if possible, plans on discs would be appreciated for our scanning purposes.
4. Need to fill out applicable sub-code sections. Contractors must sign applications and Electric and Plumbing sub-code sections must have the contractor's raised seal.
5. Need homeowner's plan certification section of application completed-unless plans are drawn by a New Jersey registered architect.
6. Need (2) copies of the res-check from architect.
7. Need footing size, depth, and location on foundation floor plan.
8. Show basement / crawl space floor material and thickness.
9. Show interior footing drains and sump pit.
10. Show first and second floor joist size, spacing and direction on the floor plan.
11. Show first and second sub-floor and finish floor material and thickness.
12. Show typical wall stud size and spacing.
13. Show ceiling joist size, spacing, and direction on the floor plan.
14. Show roof rafter size spacing and direction on the floor plan.
15. Specify wall / roof sheathing material and thickness.
16. Specify siding / roofing material proposed.
17. Specify wall / floor / roof insulation material and thickness proposed.
18. Specify interior wall / ceiling material and thickness proposed.
19. Show girder / header sizes and spans on the floor plan.
20. Show egress window locations on the floor plan.
21. Show wired smoke detector and CO detector locations proposed on the floor plan.
22. Need to contact Soil Conservation for an Application at 973-364-0786(ext.10) Fran Aguirre for **all additions and new homes with soil disturbance over 3500 sq. ft.** Their email is: [information@hepscd.org](mailto:information@hepscd.org).

**ADDITION /SINGLE FAMILY HOME CHECKLIST CON’T:**

23. Must complete Residential Zoning Application and enclose a check for \$120.00 payable to The Township of Livingston.
24. Must enclose Surface Drainage Permit Application for Engineering.

**ADDITIONS AND NEW SINGLE FAMILY HOMES:**

**SURFACE DRAINAGE: ORDINANCE 35-2008 EFFECTIVE 11-23-08;**

**AVAILABLE ONLINE AT LIVINGSTONNJ.ORG**

**IF CHANGING GRADE OF PROPERTY FOR A NEW SINGLE FAMILY HOME OR ADDITION A SURFACE DRAINAGE PERMIT MUST BE OBTAINED FROM THE ENGINEERING DEPT.**

**SINGLE FAMILY HOME ONLY:**

**\*\* FOUNDATION LOCATION SURVEY MUST SHOW FIRST FLOOR GRADING POINT.**

1. Pay sewer & water fees to water department
2. Need topographic survey showing proposed residence with zoning setbacks. Also, show top of foundation height and proposed grades *\*Must be drawn by surveyor\**
3. Development fee form

**\*\* AS OF AUGUST 20, 2007 A LOW VOLTAGE ALARM SYSTEM MAY NO LONGER BE THE SOLE ALARM SYSTEM IN A BUILDING \*\***

- If a low voltage system is existing and you want to build an addition, the low voltage system can not be extended. You must install a complete 110V interconnected system in the new addition as per the requirements below.
- If the addition is at least 5% of the footprint of the house all levels of the house must be hardwired. The new addition only has to be hardwired if there is a bedroom. If the new addition is not a bedroom, you are required to hardwire all levels of the existing house with a 110V interconnected system.
- If the addition is 25% of the footprint of the house, a complete 110V interconnected system in each new / existing bedroom plus all levels of the house must be installed.

