

BOROUGH OF ALPINE
CONSTRUCTION DEPARTMENT
GUIDELINES

PERMITS ARE REQUIRED FOR ALL CONSTRUCTION IN THE BOROUGH OF ALPINE.

APPLICATIONS – MUST BE COMPLETED IN PEN OR TYPED. ALL APPLICATIONS MUST BE SIGNED IN PEN.
ALL FEES MUST BE PAID - **CHECKS ONLY**.

1. ZONING PERMIT APPLICATION – WITH TWO CURRENT SEALED SURVEYS INDICATING PROPOSED AND EXISTING STRUCTURE WITH ZONING DATA CHART AND TOTAL LOT COVERAGES INDICATED. PLEASE ALSO ENCLUDE THE APPROPRIATE FEE - \$150.00 RESIDENTAL , \$250 – COMMERCIAL
2. COPY OF PLANNING / ZONING BOARD APPROVAL
3. SOIL MOVING APPLICATION – WITH THE REQUIRED FEES.
4. BERGEN COUNTY SOIL APPROVAL – ON ALL NEW CONSTRUCTION
5. CONSTRUCTION PERMIT APPLICATION JACKET

TECHNICAL SECTIONS: BUILDING, ELECTRIC, PLUMBING AND FIRE
PLEASE NOTE; BOTH ELECTRICAL AND PLUMBING MUST BE SIGNED AND SEALED
BY NJ LICENSED CONTRACTOR

COPY OF YOUR LICENSE IS REQUIRED – NJ NEW HOME BUILDERS REGISTRATION CARD /
NJ HOME IMPROVEMENT REGISTRATION CARD

6. PLANS FOR REVIEW – 3 COMPLETE SETS – ALL MUST BE SIGNED AND SEALED BY A NJ LICENSED ARCHITECT. ALL PLANS MUST BE FOLDED. ENERGY CALCULATIONS TO BE SUBMITTED SEALED.
7. APPROVAL FROM THE ALPINE BOARD OF HEALTH ON ALL CONSTRUCTION.
8. APPROVAL FROM THE BOROUGH ENGINEER.
9. ALL REQUIRED BONDS AND ESCROW MUST BE RECEIVED.
10. ADDITIONS – CERTIFIED LETTER FROM ARCHITECT STATING THE % OF INCREASE IN LIVING AREA AND / OR VOLUME OF THE NEW ADDITION IN RELATION TO EXISTING RESIDENCE.
11. TREE REMOVAL PERMIT – ENVIRONMENTAL COMMISSION APPROVAL REQUIRED.

COAH / DEVELOPER'S FEE – IS REQUIRED ON ALL NEW HOMES AND ALL ADDITIONS WITH 20% INCREASE IN SIZE. PARTIAL PAYMENT IS REQUIRED WHEN PERMIT IS ISSUED AND BALANCE DUE BEFORE CO/ TCO IS ISSUED. THESE FEES ARE CALCULATED BY THE TAX ASSESSOR.

ZONING PERMIT – A SEPARATE ZONING PERMIT APPLICATION IS REQUIRED FOR EACH AND EVERY STRUCTURE THAT IS TO BE LOCATED ON THE PROPERTY WITH THE FEE FOR EACH.

Information on current adopted codes can be obtained on the Borough web page www.alpinenj07620.org
Information on Building Codes can be obtained at www.state.nj.us/dca/division/codes/

ALL PRIOR APPROVALS MUST BE OBTAINED BEFORE ANY UCC PERMITS ARE ISSUED.

BONDS AND THE BALANCE IN THE ESCROW ACCOUNT ARE RETURNED AFTER THE PROJECT IS COMPLETED AND APPROVED.