

TOWNSHIP OF LIVINGSTON

Building Permitting Procedures

Thank you for applying to the Township of Livingston for a Building Permit!

Our goal is to issue your permit as quickly as possible. The following outline describes the steps involved to obtain a Building Permit for a substantial project, such as an addition, new home, pool, or deck.

There are three (3) departments that must review your application. Each department is allotted a specific amount of time, by statute, in which to do their review.

The department names, phone numbers, and allotted review time is as follows:

| Department | Phone/Fax | Time Frame |
|-------------|-----------------------------|------------------|
| Zoning | 973-992-1595 / 973-992-7435 | 10 business days |
| Engineering | 973-535-7950 / 973-535-7989 | 20 business days |
| Building | 973-535-7957 / 973-992-7435 | 20 business days |

The plan review proceeds in the following order:

1. **Zoning** – to determine that your project complies with the Township Ordinances. If it is determined that you require a variance, you will be directed to the Planning Department. If not, your application will proceed to the Engineering Department.
2. **Engineering** – to ensure that any surface drainage and flood issues will be addressed and to determine if a surface drainage permit is necessary (minor, major or exempt).
3. **Building** – to review construction drawings for code compliance and determine cost of permit.

Even though the entire package is first submitted to the Building Department *it does not actually get reviewed by the Building Department until you have zoning and engineering approvals.*

If there are zoning issues which generate a denial of your project, you will be contacted by letter to either modify your project or obtain a Variance.

The Planning Department will help you through the procedure to apply for the variance. The phone number is 973-535-7954.