

BOROUGH OF MIDLAND PARK
BUILDING DEPARTMENT

**CHECKLIST FOR NEW CONSTRUCTION, ADDITIONS, AND
RENOVATIONS:**

Job Site:_____.

✓ or N/A

- _____ Two copies of an unmarked survey
- _____ Site Plan taken from current survey 1) showing all existing and proposed structures and
2) showing all existing and proposed setbacks
- _____ Four copies of building plans with a minimum of three sealed by a NJ licensed architect
or prepared and certified by the homeowner.
- _____ Fully completed Sub-Code forms with separate building costs for alteration and new
construction. Square footage and volume for any additions(on permit jacket).
- _____ Riser diagram for any new plumbing work.
- _____ A/C Condenser(s) located on survey, if applicable.
- _____ “Res-Check” Energy Code calculations.
- _____ Smoke detector layout: Smoke detectors are required on each level when the total footage
of the addition is 5% or more of the square footage of the largest existing floor. When
addition is 25% or more, smokes are required in every bedroom on every level.
- _____ Plot Plan/Engineering Review Required- any new proposed dwelling or any addition(s)
that increases the footprint by 300 square feet or greater.
- _____ Soil Movement Application / Engineering Escrow
- _____ Bergen County Soil- 5,000 sf of soil movement requires Bergen County approval
- _____ Copy of Home Improvement Contractor’s License, if applicable.
- _____ An as-built is required for all new structures and additions. Must be submitted prior to CO.
- _____ NWBUA - Sewer connection referral- required for 1)a new sewer connection,
2)any changes to a commercial structure that results in an increase in total floor
area, and 3)a residential change that increases bedrooms from 1 or 2 to 3 or more.
Existing # of Bedrooms _____ Proposed # of Bedrooms _____
- _____ “Statewide Non-Residential Development Fee Act”- imposes 2.5% development fee on
all non-residential new construction and additions. (N-RDF Form)

**THIS CHECKLIST MUST BE FILLED OUT, SIGNED AND SUBMITTED WITH ALL
APPLICATIONS.**

Property Owner Signature:_____ (Rev. 11/23)