



### Step 1: Zoning Application

Complete and submit zoning application for initial review. The fee for this permit is \$100, payable either by a check made out to the Borough of Roselle Park, or exact amount in cash.

### Step 2: Submit Layout Plans

After approval, submit **TWO** copies of sealed layout plans drawn by a NJ licensed Design Professional (**THREE** copies if the business requires Health Department approval).

On the layout plans, please make sure the architect includes:

- Use Information
- Occupancy Load



### Step 3: Does your business involve a change of use?



**YES**

You will need to submit a full construction application package for a tenant fit-out, consisting of Building, Electric, Plumbing and Fire subcodes.



**NO**

The construction permit requirements will be determined by the architect's plans.

**Note:** All Electric, Plumbing and Fire work must be done by licensed contractors and the applications must be sealed.

## Step 4: Construction Department Review

The Construction Department will review the plans and construction permit application and will notify you when the permit is ready (along with the permit fee), or if any changes to your application/plans are required.



**Once the plans are approved and the permit is paid for and picked up, you may commence your work!**

## Step 5: Inspections and Permits

Inspections will need to take place throughout the construction process. You or your contractor may call us to schedule the inspections.

- Electric and Fire inspections are conducted on Mondays and Wednesdays between the hours of 9am-2pm.
- Plumbing and Building inspections are conducted on Tuesdays, Wednesdays and Thursdays between the hours of 8am-12pm.
- If your business requires a Health Department approval, you will also need to schedule an inspection with the Westfield Regional Health Department (908-789-4070 x4079) and will receive a Sanitary Inspection Certificate. Once you receive that certificate, you will contact the Roselle Park Health Department to receive your final business license (908-245-6222).

Prior to opening, you will need to call the Fire Prevention Officer to schedule a Fire Prevention inspection (848-433-1885 or 862-229-3177).

Once you have passed all of your inspections, you will receive a certificate from the Construction Department.

**Roselle Park Construction and Zoning Departments**  
110 E Westfield Ave, 2nd Floor  
908-245-2721