



**Florham Park Construction Office**  
**Phone 973-410-5346 Fax 973-410-5490**

Kevin Guilfoyle, Construction Official  
[KGuilfoyle@FPboro.net](mailto:KGuilfoyle@FPboro.net) or 973-410-5352

The Construction Department operates weekdays from 9:00 am until 4:30 pm.  
Janet Doherty (JDoherty@FPBoro.net) is the Technical Assistant to the Construction Official  
and Florham Park Zoning Official.

**Permit applications accepted daily from 9:00 am until 1:30 pm and from 3:00 until 4:00 pm**

**Inspection requests require the following information:**

- 1) Permit number
- 2) Type of inspection requested (Building, Electrical, Fire, Plumbing)
- 3) Day of the requested inspection.
- 4) Telephone number for contact purposes if your request cannot be accommodated.

**Minimum of 24 hour notice for all inspection requests, ALL TIMES ARE APPROXIMATE:**

**Building** inspections are Monday thru Thursday 9 am to 4 pm

**Fire** inspections are Tuesday 8-12 Thursday 12-5 pm

**Electrical** inspections are Monday thru Friday, 11:00 am to 3 pm.

**Plumbing** inspections are Monday thru Friday, 12:00 pm to 4 pm.

**Please be aware that due to the volume of Construction jobs, we cannot give exact times for these inspections.**

**Contractors MUST INSTALL 6 ft chain link fence, per Ordinance NO. 13-15 around perimeter of excavation site prior to scheduling inspection. NO FENCE, NO INSPECTION.**

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all new buildings, additions, renovations, alterations:

- 1) Footing inspection-bottom of the trench **PRIOR** to pouring of concrete (**MUST** provide soil compaction report at inspection)
- 2) Foundation inspection **PRIOR** to the placement of backfill.  
2 a) Foundation Location Survey **REQUIRED** for new construction
- 3) Slab inspection **PRIOR** to placement of concrete
- 4) Electrical rough wiring
- 5) Plumbing rough installations
- 6) Fire Rough inspection
- 7) Framing inspections **AFTER** rough electric/plumbing/Fire passed-**PRIOR** to insulation
- 8) Insulation inspection **PRIOR** to sheetrock
- 9) Final electric, final plumbing, final fire inspections
- 10) Final building inspections
- 11) No Certificates of Occupancy shall be issued **PRIOR** to submittal & Approval of Final As Built Survey and final surface grading inspection approvals by Borough Engineer M. Sgaramella (973-410-5473) & Morris County Soil District, Sheila Hall (973-285-2953).

Failure to comply with the above required inspections as indicated in N.J.A.C. 5:23-2.18 will result in administrative penalties of not more than \$500.00 as permitted in N.J.A.C. 5:23-2.31b



Florham Park Construction Department  
111 Ridgedale Ave.  
Florham Park, NJ 07932  
Ph. – 973-410-5346 Fax – 973-410-5490  
Kevin Guilfoyle, Construction Code Official  
Building Subcode Official

The following is a list of certifications that you may be required to submit to the Building Department during the course of your project.

All information must be forwarded to the Building Inspector shortly after being requested in order to avoid any project delays.

1. List of Special Inspectors with copy of DCA License
2. All soil compaction reports, footing, slab, etc. BEFORE footing inspection
3. Report from engineer re footing & foundation re-bar installation (Commercial only)
4. Report from engineer re slab design to include reinforcing (Commercial only)
5. Foundation location survey (ALL new buildings and any BOA Approved Additions (Residential AND Commercial) MUST be received at framing inspection
6. Concrete compressive strength 7 to 28 day report (Commercial and multi-unit residential)
7. Wooden truss report to include installation as per design and any and all repairs made (Commercial and multi-unit residential)
8. Steel report to include all welds, bolting and decking (Commercial)
9. Fire Stopping, Fire proofing and draft stopping depending on magnitude of project, certified by architect (Commercial and Condo)
10. Any modular units or pre-fabricated panels (i.e. superior walls, modular) Certifications by Engineer & Manufacturer (Residential, Commercial & Condos)
11. Copies of any warranties for certain types of roof covering systems (New Commercial)
12. HVAC balancing report (New Commercial)
13. Energy Efficiency Certificate (Residential)
14. Home Warranty (Residential)
15. Height certification included on final as-built survey

Additional information may be necessary prior to the issuance of a Certificate of Occupancy

Kevin Guilfoyle  
Construction Official