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

Kevin Guilfoyle, Construction Official
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, Plumbing, Fire)
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 Friday 8:30 am to 4 pm
Fire inspections are Monday 9am-1pm Tuesday 8am-12 Thursday 12-5 pm Friday 9am-1pm
Electrical inspections are Monday thru Friday, 11:00 am to 3 pm.
Plumbing inspections are Monday thru Thursday, 11:30 am to 4:30 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 any work. Do NOT remove fence until Construction Official grants
approval of removal.

Required inspections pursuant to N.J.A.C. 5:23-2.18 for all new buildings, additions, renovation,
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 PRIOR to framing
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 $2000.00 as permitted in N.J.A.C. 5:23-2.3 lb
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 & Multi unit residential)
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