REPLACEMENT AIR CONDITIONING ONLY APPLICATIONS

Existing One & Two Family homes only:

Please note that all permit applications for replacement of air conditioning devices require the following:

1. Construction permit application folder
2. Completed Signed and Sealed Electrical Subcode Technical Section
3. Completed Signed and Sealed Mechanical Subcode Technical Section (Sealed by Licensed HVAC Ctr)
4. Building Subcode only required if replacing ductwork
5. Specifications of Mechanical Equipment to be installed
6. If outside condensing unit is to be installed, applicant MUST complete AC Zoning Application and show location of unit on the survey of property indicating distance from condenser to side and rear yard property lines. (not allowed in front yards)
7. If you are installing BOTH a FURNACE & AC, a completed Chimney Verification Form is also required.
8. If installing a chimney liner, the liner MUST be listed as other device on the Mechanical Subcode and a spec sheet for the liner must be included with your application.
9. SD/CO Compliance form - Completed

For NEW Construction and Additions:

Submit items 1, 5 & 6 above (7 & 8 if applicable) AND Building, Electrical and Plumbing Subcode Forms, signed & sealed by Licensed HVAC Ctr. Manuals J, S, & D MUST be submitted and on site for inspections

Incomplete applications will be returned. Thank you for your anticipated co-operation with regard to the permit application process.
AC Replacement Zoning Application Block______ Lot_______ Zone______

Work site Address__________________________________________________________

Property Owner___________________________________________________________

Address of Owner____________________________________________________________________

Telephone #____________________________________________________________________

Existing Use_________________________ Proposed Use__________________________

Brief Description of Work

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the Owner to make this application as his/her agent and we agree to conform to all applicable laws of this jurisdiction.

_________________________________ _________________________________
Signature Contact #

My lot is on a corner parcel_______ My lot is an interior parcel_______
Existing setbacks: Front yard_____ Smallest Side Yard_____ Rear Yard_____ Second front yard_____ Aggregate of Side Yards_______

Proposed setbacks: Front yard_____ Smallest Side Yard_____ Rear Yard_____ Second front yard_____ Aggregate of Side Yards_______

Ground floor existing ______ sq. ft. proposed ______ sq. ft. total_______ sq. ft.

Sq. ft. of lot ______% of lot covered by bldg. ______% of improved lot cover ______ Building height ______

Fencing: Type ____________________ height ________________

This application is approved __________ denied __________
Application fee $ 25.00 Rec’d Cash/Check Construction Control #______________

_________________________________ Approval Date_____________________
Janet Doherty Zoning Official
**NEW HVAC Applications must submit Manuals J, S and D**

**Manual J- Heating & Cooling Calculations**

Manual J outlines the requirements for conducting a “Load calculation” on the home, such as measuring insulation & ventilation levels. Other considerations include air duct tightness & the number of heat producing appliances and people.

Each room’s results specify how many BTU’s are lost in the winter and how many are gained in the summer.

After measuring each room’s sensible (temperature-related) and latent (Humidity related) heat, the technician can then determine how much conditioned air that room requires. It is necessary to conduct this inspection PRIOR to sizing a system so that you end up with a properly sized HVAC system.

**MANUAL S- Heating and Cooling Sizing and Selection**

Manual S contains a lot of information regarding equipment sizing, ventilation, and airflow, taking into consideration sensible and latent heat, amount of airflow and static pressures. This manual, combined with the load calculations from Manual J, give the technician the technical information for selecting the proper system for your home, whether it’s an air conditioner, heat pump, furnace or boiler.

**Manual D- Heating and Cooling Duct Design**

Manual D works in conjunction with the other manuals to provide proper design, sizing and installation of residential duct systems. Ductwork design is extremely important to prevent air & energy leaks, in addition to humidity and moisture problems. Manual D includes information for determining the best duct design for the available space, including how to properly size, seal and insulate air ducts.
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:
Buildings 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.
   2a) 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. Sgarrella (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
Florham Park Construction Department  
111 Ridgedale Avenue  
Florham Park, NJ 07932  
973-410-5346  Fax 973-410-5490

CERTIFICATION OF ONE AND TWO FAMILY DWELLING  
SMOKE DETECTOR AND CARBON MONOXIDE ALARM COMPLIANCE

Dwelling Location:  Block _______ Lot _______
Street  __________________________
Municipality:  Borough of Florham Park County: Morris  
Property Owner Name:  __________________________

An inspection shall be conducted by the owner or authorized representative of the owner.  The carbon  
monoxide alarms are required when dwellings contain any fuel burning appliances or dwelling has an  
attached garage and shall be installed per NFPA 720.  Required carbon monoxide alarms are to be  
outside each separate sleeping area.  The smoke detectors required shall be located in accordance with  
NFPA 72.  Required smoke detectors are to be on each level of the dwelling, including basements and  
outside each separate sleeping area.  The detectors are not required to be interconnected.  Battery  
powered detectors and alarms are acceptable.  NOTE:  AC powered and/or interconnected smoke  
detectors and alarms installed in homes constructed or altered after January, 1977, shall be maintained in  
working order.

***************HOMEOWNER***************

___ My home already complies with the requirements of Carbon Monoxide Detectors  

___ My home already complies with the requirements of Smoke Detectors  

___ I will install the required detectors prior to calling for final inspections  

I do hereby certify that the detectors and alarms are installed as stated above and are in working order.

Homeowner Signature:  __________________________  Date:  __________________________

Or

***************CONTRACTOR/AGENT***************

___ This is to certify that the required Carbon Monoxide (CO) detectors were installed, as stated above,  
by us and are in working order.

Contractor/Agent Signature:  __________________________
CHIMNEY VERIFICATION FOR REPLACEMENT OF FUEL-FIRED EQUIPMENT

BLOCK ________ LOT ________ QUALIFICATION CODE ________ PERMIT # ________

WORK SITE ADDRESS __________________________ __________________________

Owner in Fee __________________________ Company __________________________

Address ____________________________________________________________ Street __________________________ City __________________________ State __________________________ Zip Code __________________________

Tel: ( ____ ) ___________________________ Fax: ( ____ ) ___________________________

Check the Appropriate Box(es):

Type of Replacement: 

[ ] Oil to Gas Conversion 
[ ] Gas to Oil Conversion 
[ ] Gas Appliance Replacement 
[ ] Oil to Oil Replacement 
[ ] Other __________________________

Existing Vent/Chimney: 

[ ] "B" Label Vent 
[ ] "L" Label Vent 
[ ] Flexible Liner 
[ ] Power Vent/Exhauster 
[ ] Chimney-Interior 
[ ] Chimney-Exterior 
[ ] Masonry Chimney-Tile Lined 
[ ] Masonry Chimney-Unlined 
[ ] Other __________________________

Fuel Type: 

Appliance 1: __________________________ Oil / Gas / Other: __________________________

Appliance 2: __________________________ Oil / Gas / Other: __________________________

Appliance 3: __________________________ Oil / Gas / Other: __________________________

CHIMNEY LINER

If a chimney liner is being installed, all documentation on the liner must accompany the Permit application.

Manufacturer: __________________________ Model: __________________________ UL Listing: __________________________

Material of Liner: 

[ ] Stainless Steel 
[ ] Aluminum 

Size of Appliance Vent: __________________________ Size of Liner: __________________________ Height of Chimney: __________________________

Length of Connector: __________________________ Vent Connector Rise: __________________________

How does the appliance vent? 

[ ] Natural Draft 
[ ] Fan-assisted 
[ ] Other: __________________________

PLEASE SIGN ONE OF THE FOLLOWING VERIFICATION STATEMENTS

For Oil or Coal to Gas Conversions:
I have verified that the chimney/vent is in good repair and clear of obstruction and is substantially clean of residue from its previous use serving an oil or coal appliance. I have verified that the chimney/vent is appropriately lined and sized for the appliance(s) being installed.

Signature __________________________ Date ________________

Oil to Oil or Gas to Gas Replacements or New/Additional Appliances:
I have verified that the existing chimney/ventilis in good repair and clear of obstruction. I have verified that the existing chimney/vent is appropriately lined and sized for the appliance(s) being installed and/or remaining.

Signature __________________________ Date ________________

Direct Vent Appliance:
I hereby verify that the appliance(s) being installed is a direct vent appliance. I further verify that the existing chimney/vent is appropriately lined and sized for any remaining appliances.

Signature __________________________ Date ________________

Verification Not Submitted:
I choose not to submit verification. I understand that I will be required to be present for the inspection to remove and reinstall the chimney vent connector.

Signature __________________________ Date ________________

FOR MINOR AND EMERGENCY WORK, THIS FORM MUST BE PROVIDED WITH YOUR PERMIT APPLICATION. FOR ALL OTHER WORK, THIS FORM MUST BE PRESENTED TO THE CODE OFFICIAL PRIOR TO FINAL INSPECTION.

All applicable information requested on this form must be supplied. 

This form may not be submitted by a homeowner in lieu of the required inspection.

U.C.C. F370 (rev. 01/12)