

SAMPLE GUIDE FOR DRIVEWAY PILLARS AND DECORATIVE WALLS
IN EXCESS OF 4 FEET

*****AT THE COMPLETION OF THE JOB, A CERTIFICATE OF APPROVAL IS SENT VIA EMAIL ONLY. INCLUDE AN EMAIL ADDRESS FOR BOTH THE PROPERTY OWNER & CONTRACTOR*****

1. Submit a completed Construction Permit Application - ***UCC FORMS PRINTED FROM THE INTERNET OR COPIES OF UCC FORMS SHALL BE SUBMITTED SIGNED & SEALED AS REQUIRED. UCC FORMS SHALL BE LEGIBLE AND NOT HAVE OFFICE ONLY SECTIONS BLACKED OUT, AND UCC FORMS SHALL BE PRINTED IN THE CORRECT PORTRAIT OR LANDSCAPE FORMAT***

[] [Construction Permit Application Folder](#)
[] [Building Subcode Technical Section](#)
[] [Electric Subcode Technical Section \(if applicable\)](#)
[] [Mechanical Technical Section \(if applicable\)](#)
2. Submit **3 copies** of the actual property survey showing the location of the pillars and / or walls in relation to house and property and include payment for Zoning Permit Fees of \$50.00 payable to “Bernards Township”.
3. If your project is subject to a Homeowners Association review, a copy of the HOA approval must be included with your Construction Permit Application.
4. Submit **2 copies** of scaled drawings. All drawings should indicate owner’s name, address of job site, block, and lot number. To draw your own plans, you must be the owner and occupant of said property, if not you will need drawings by a New Jersey registered Architect or Engineer. **The homeowner’s signature must be on the plans, which they prepare and Certification In Lieu of Oath in the Construction Permit Application.**

The drawings submitted shall include the following information:

- a. Footing details.
- b. Construction details.
- c. Wiring diagram to include approximate trench location. (If applicable)
- d. Gas riser diagram. (If applicable)

Required inspections: Call (908) 204-3172 between the hours of 7:30 a.m. and 3:00 p.m. to schedule inspections, or [online](#).

CALL ONLY WHEN YOU ARE READY FOR INSPECTION.

1. The bottom of footing before placement of concrete.
2. Electrical trench inspection. (If applicable)
3. Plumbing trench inspection. (If applicable)
4. All Final inspections as applicable.
5. Final payment should be made after final inspection is made and approved.
N.J. State Law 13:5A-16.2

If you have any questions about these or any other requirements please call Dennis Bettler, Construction Official @908-204-3030 or email dbettler@bernards.org

Zoning questions i.e., Location on property, Setbacks? Contact Nancy Koederitz at 908-204-2507 or email nkoederitz@bernards.org

***(Note: Pillars and walls not exceeding 4 feet in height
require a Zoning Permit only.)***