



**CODE ENFORCEMENT DIVISION
CITY OF NEWARK**

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DATA REQUIRED FOR BUILDING PERMIT PROCESSING

For All New Construction:

- A. Completed building permit application.
- B. Two (2) complete sets of construction drawings, drawn to scale and sealed by the appropriate design professional. At a minimum the plans shall include:
 - Cover sheet should indicate proposed Use Group Classification, Height & Area Calculations, Type of Construction, Loads (design, occupancy, etc.)
 - Architectural plans and sections
 - Structural plans and sections
 - Reflected ceiling plans
 - Plumbing riser diagrams & layout with fixture unit count
 - Fire Protection Drawings (if applicable)
 - HVAC layout

For New Subdivision requiring address assignment you will also need:

- C. Twelve (12) complete sets of sealed site plans which must include the following:
 - Number of parking spaces & dimensions, including handicapped spots
 - Total area of lot
 - Total area of building
 - Percent of lot coverage by building
 - Setbacks: front, rear and side
 - Sidewalks – proposed or existing
 - Water and Sewer Laterals
 - Location and dimensions of all fire lanes and fire department access points

***FOR RESIDENTIAL CONSTRUCTION ONE (1) SEALED “AS-BUILT” DRAWING WILL BE REQUIRED AFTER FOUNDATIONS ARE POURED AND BEFORE FRAMING CAN BEGIN.**

For alterations and/or additions to existing structures:

D. Two (2) sets of sealed floor plans as required which shall include at a minimum:

- Existing use group and type of construction, if known
- Scope of work in relation to the rest of the floor/building
- Existing conditions/construction to be removed/demolished
- Proposed new construction with partition type(s)
- Use, area, and ceiling height of each space
- Size and location of all door and window openings
- Seven (7) site plans showing setbacks and percentage of lot coverage existing & proposed
- Elements & Path of means of egress

Additional Information That May Be Needed:

- Flood Plain Data (if applicable)
 - State Highway Permit Status (if applicable)
 - Landscape Screening
 - Topographical Data
 - Storm Drainage with Hydrological Data
 - Parking Lot Entrance and Exits
 - Total Area of Open Space
 - Special Inspection Forms per Section 1704 IBC
- ❖ ***All Commercial plans need to be sealed***
 - ❖ ***Residential plans do not need to be sealed unless determined by the Code Enforcement Officer.***
 - ❖ ***Requirements for sealed drawings may be waived by the Code Enforcement Division Officer.***