

Borough of Paramus  
Zoning Department  
1 Jockish Square  
Paramus, NJ 07652  
Commercial (201) 265-2100 Ext: 2236  
Residential (201) 265-2100 Ext: 2237  
Fax (201) 265-5631

Date: \_\_\_\_\_

## ZONING REVIEW FEE APPLICATION

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Please provide the following information for review of your Residential or Commercial Application and submit with a check made out to the Borough of Paramus

*Pursuant to Sections 429-215 of the Code of the Borough of Paramus, a non-refundable zoning fee shall be charged for review of Residential Zoning Permit applications, Commercial Zoning Permit applications and Zoning Verification Letter requests. The fee submitted shall not be returned to the applicant if the Zoning Officer determines that the proposed work is not permitted by the Borough Ordinance(s) or a variance is required or if a variance is not granted.*

### **FEE SCHEDULE:**

Residential applications: Fee of \$35.00

\*A fee is to be charged only for new dwellings, additions, add-a-levels, dormers, decks and pools.

Commercial applications: Fee of \$300.00

\*A fee is to be charged only for new buildings, additions & site plan reviews.

Zoning Verification Letter: Fee of \$50.00

\*this fee is applicable for each request for a zone verification within the Borough of Paramus

Description of work proposed: \_\_\_\_\_  
\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Work-Site Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: (\_\_\_\_) \_\_\_\_\_

Contractors Name: \_\_\_\_\_

Contractors Address: \_\_\_\_\_  
\_\_\_\_\_

Contractors Telephone No.: (\_\_\_\_) \_\_\_\_\_

# **CHECKLIST FOR SUBMITTING A RESIDENTIAL PERMIT APPLICATION**

## **1. CONSTRUCTION PERMIT APPLICATION:**

- A. FILL-OUT NAME & TELEPHONE NUMBER OF RESPONSIBLE PERSON IN CHARGE**
- B. FILL-OUT DESCRIPTION OF WORK ON PERMIT & FORMS**
- C. AND ALL OTHER INFORMATION THAT NEEDS TO BE SUBMITTED FOR EACH SUB-CODE.**
- D. FILL-OUT THE OUTSIDE AND THE INSIDE OF THE JACKET FOLDER. FOR HOMEOWNER'S DOING WORK, SIGN UNDER CERTIFICATION IN LIEU OF OATH OR IF CONTRACTOR IS DOING WORK IN THE AGENT SECTION.**

## **2. SUBMIT (4) SETS OF PLANS FOR RESIDENTIAL APPLICATIONS:**

- A. THE PLANS SHOULD EITHER BE SIGNED & SEALED BY AN ARCHITECT, (2) SETS OF PLANS MUST BE SEALED AND (2) SETS UNSEALED OR IF PREPARED BY THE HOMEOWNER MUST BE SIGNED AND DATED.**
- B. SUBMIT AN EXACT COPY OF A FULL SITE SURVEY THAT IS PREPARED BY A LICENSED SURVEYOR AND CANNOT BE OVER 20 YEARS OLD.**
- C. ALL PROPOSED WORK MUST BE DRAWN TO SCALE ON THE SITE SURVEY WITH DIMENSIONS & SETBACKS AND ALL PROPERTY IMPROVEMENTS.**
- D. IF SURVEY IS ON THE PLANS THE ARCHITECT MUST STATE ALL THE SURVEYOR INFORMATION INCLUDING THE SURVEYORS LICENSE NUMBER & DATE OF THE SURVEY.**
- E. A ZONING DATA SHEET MUST BE SUBMITTED SHOWING THE REQUIREMENTS FOR YOUR ZONE AND THE PROPOSED INFORMATION FOR ALL THE BULK REQUIREMENTS. (PLEASE OBTAIN THE ZONING DATA HANDOUT SHEET FROM THE COUNTER IN THE BUILDING DEPT.)**
- F. FLOOR PLANS AND ELEVATION DRAWINGS MUST ALSO BE SUBMITTED.**
- G. SUBMIT A SOIL PERMIT APPLICATION IF APPLICABLE.**
- H. SUBMIT ENERGY CALCULATIONS FOR NEW HOMES.**

**PLEASE SUBMIT THIS CHECKLIST SHEET WITH YOUR APPLICATION TO ASSURE A FULL AND COMPLETE APPLICATION CAN BE REVIEWED IN A TIMELY MANNER.**