



TOWNSHIP OF CRANFORD BOROUGH OF GARWOOD

BUILDING PERMIT PROCEDURES



Thank you for applying to the Township of Cranford for a Building Department.

Our goal is to issue your permit as quickly as possible. The following outline describes the steps involved to obtain a Building Permit for a substantial project, such as an addition, new home, pool or deck.

There are up to three (3) departments that may have to review your application. Each department is allotted a specific amount of time, by statute, in which to do their review.

The department names, phone numbers and time frames are as follows:

Department	Phone	Time Frame
Zoning	(908) 709-7216	10 business days
Engineering	(908) 709-7218	Not applicable
Building	(908) 709-7213	20 business days

The plan review proceeds in the following order:

1. **Zoning** – to determine that your project complies with the Township Ordinances. If it is determined that you require a variance, you will need to appear before the Zoning/Planning Board. If not, your application will proceed to the Engineering Department.
2. **Engineering** – to ensure that any storm water management and flood issues will be addressed and to determine if any additional permits may be required.
3. **Building** – to review construction drawings for code compliance and determine cost of permit.

Even though the entire package is first submitted to the Building Department ***it does not actually get reviewed by the Building Department until you have zoning and engineering approvals.***

If there are zoning issues which generate a denial of your project, you will be contacted by letter to either modify your project or to obtain a variance.

The Zoning Department will help you through the procedure to apply for a variance, if required.