

STATE OF NEW JERSEY
Department of Community Affairs


Chris Christie
Governor

Richard E. Constable, III
Commissioner

Kim Guadagno
Lt. Governor

MEMORANDUM

TO: Construction Officials

FROM: Edward M. Smith 
Director
Division of Codes and Standards

DATE: November 21, 2014

SUBJECT: Acceptance of Electronic Permit Applications

A number of local code officials have asked whether electronic permit applications may be accepted. This memo is to advise that electronic permit applications may be accepted provided that no plans or seal, either from a licensed design professional or licensed contractor, is required. This limits the ability to submit an electronic permit application for the time being. It is our hope that the licensing boards will work to make it possible to seal applications electronically at some point in the not-too-distant future. Until then, only applications that do not require any seal may be accepted electronically.

For electronic applications, please use the following language, together with a check box, above what would be the signature on the application:

I hereby certify by checking this box that the foregoing statements made by me on this application are true. I understand that if any of the above statements is willfully false, I am subject to punishment.

Should you have any questions, please feel free to contact the Code Assistance Unit at codeassist@dca.nj.gov or 609-984-7607.