



# TOWNSHIP OF WEST ORANGE

66 MAIN STREET, WEST ORANGE, N.J. 07052

## BUILDING DEPARTMENT

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### **GUIDELINES FOR SINGLE FAMILY ADDITIONS / ADD-A-LEVEL / DORMERS / GARAGES**

**Please Note: These are guidelines to assist homeowners in preparing drawings for permits. If homeowner/occupant of a Single-family dwelling cannot prepare their own plans then they must have drawings designed by a NJ Licensed Architect. Note that not all code requirements have been mentioned and are subject to change with State mandates.**

- A) Provide a completed Zoning application along with an unreduced copy of the property survey. Show location and size of the proposed construction and all other structures on property (pool, deck, shed, addition etc.) and the distance from property line.
- B) Two sets of legible plans. Plans to include the following but not limited to:
  1. **REFERENCE NUMBER FOR DIGGING:** you are responsible for calling the utility prior to digging: 1-800-272-1000.
  2. **ENERGY CALCULATION:** Two most common ways to achieve compliance are through the Energy website: [www.energycodes.gov](http://www.energycodes.gov) download and complete the ResCheck package or choose a Prescriptive Package, which is included in this handout.
  3. **FOOTING AND FOUNDATION DETAILS:** Show minimum footing depth at 36” below finished grade, footing width and thickness. Foundation block size and height. Dampproofing/Waterproofing. Perimeter foundation drain and discharge location. Foundation venting for crawl space types and an anchor bolt type and spacing.
  4. **SLABS ON GRADE:** Minimum 8” above grade and 4” minimum thickness. Vapor barrier of 6 mil plastic over 4” of compactable gravel.

Insulation r-value, thickness and locations. Note that slabs below grade shall be protected with a perimeter drain discharging to a sump pump or by gravity to an approved point of discharge.

5. **FRAMING:** Provide floor plan showing size and area of new construction including floor & ceiling joist, girder sizes, spans, spacing and connection details between new and existing. Cross section of wall construction showing materials being used, spacing, heights, header sizes and spans.
6. **SHEATHING:** State size, type and thickness of all wall, floor and roof sheathing.
7. **INSULATION:** Minimum r-value for exterior walls to be R- 13, attic ceilings R-30 and floor above crawl space R-16 or as per chosen Prescriptive Package.
8. **ATTIC VENTILATION AND ACCESS:** Show venting at upper roof area and at eaves. Note that cathedral type ceilings require continuous ventilation from eave to ridge. Attic access to be a minimum 22'' x 30'' or large enough to permit the replacement of any equipment and a 30'' clearance from top of ceiling joist to bottom of rafter.
9. **DOOR SIZES:** Size and location of all bedroom, bathroom and closet doors. Need minimum of a 3' 0'' x 6' 8'' for main Entry door.
10. **WINDOW SIZES:** Provide one egress type window for each bedroom with 5.7 clear feet of opening for 2<sup>nd</sup> floor sleeping rooms. Most 3'0 x 4'6'' double hung windows meet these requirements (check manufactures specs). All habitable rooms and spaces require natural or mechanical ventilation.
11. **SMOKE DETECTORS:** Any increase in size from 5% to 25% will require a hard-wired interconnected smoke detector with battery backup on each level including basement. Any increase of more than 25% will require a hard-wired interconnected smoke detector with battery backup on each level including the basement and one in every bedroom new & existing.
12. **ATTACHED GARAGE SEPARATION:** Door opening from a private garage to a living space shall be 1 3/8'' solid core door or a 20 minute rated door. No doors from a garage shall enter into a sleeping room. Garages with habitable space above shall be protected by a 1-Hour Fire Separation or as per **R309.2 (FTO) Separation required.** The floor-ceiling assembly shall consist of two layers of 5/8-inch thick, Type X gypsum wallboard. The base layer shall be applied at right angles to the

joists with 1 1/4-inch minimum drywall screws or nails at 24 inches on center. The face layer shall be applied at right angles to the joists with 1 7/8-inch minimum drywall screws or nails at 12 inches on center. The face layer joints shall be offset from the base layer joints by a minimum of one joist bay. The joints of the face layer shall be taped and provided with a minimum of one layer of spackle. Insulation may be installed in this floor-ceiling assembly. There are no restrictions on the installation of utilities above the ceiling membrane. There are no restrictions on the type of flooring to be used as the top membrane; if unusable space is located above a portion of the assembly, then no top membrane is required.

The load-bearing walls are required to be provided with one layer of 5/8-inch thick, Type X gypsum wallboard applied at right angles to the studs and secured with a minimum of 1 1/4-inch drywall screws or nails at 12 inches on center. The joints of the wallboard shall be taped and provided with a minimum of one coat of spackle. Insulation may be installed in this wall. This wall is required to be continuous to the underside of the ceiling membrane above.

13. **MECHANICAL VENTILATION:** State type and locations of mechanical ventilation with manufactures specs on equipment. Certification from heating & cooling contractor that existing system is sized to handle added space.
14. **INTERIOR/EXTERIOR FINISHES:** State type and thickness of interior/exterior wall, ceiling, siding and roofing finish materials. All kitchen floors to have an impervious surface. **R702.4.2 Cement, fiber-cement and glass mat gypsum backers.** Cement, fiber-cement or glass mat gypsum backers in compliance with ASTM C 1288, C 1325 or C 1178 and installed in accordance with manufacturers' recommendations shall be used as backers for wall tile in tub and shower areas and wall panels in shower areas. Provide gutters, leaders and splash blocks.
15. **WOOD SPAN TABLES:** Tables for Span and Sizing of floor joist, ceiling joist, rafters, interior / exterior header support and girders can be found at the State Department of Community Affairs website under the newly adopted ICC codes for NJ at [www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes).

**N.J. State Law/N.J.A.C. 13:45 A-16.2**  
**Final Inspections are required before final payment**  
**is made to the Contractor**

**As of December 31, 2005 all HOME IMPROVEMENT CONTRACTORS  
are to be registered with The Department of Consumer Affairs  
[Hotline 800-242-5846](tel:800-242-5846)**

**Note: Failure to call for required inspections will result in a  
violation & penalty being issued to the Contractor and Homeowner**

**HELPFUL WEBSITES:**

**Township of West Orange**

[www.westorange.org](http://www.westorange.org)

**New Jersey Department of Community Affairs**

[www.state.nj.us/dca/codes](http://www.state.nj.us/dca/codes).

**Department of Energy, Building Energy Codes**

[www.energycodes.gov](http://www.energycodes.gov)

**State of New Jersey**

[www.nj.gov](http://www.nj.gov)

**International Code Council**

[www.iccsafe.org](http://www.iccsafe.org)

**Building Officials Association of New Jersey**

[www.boanj.com](http://www.boanj.com)

**New Jersey Clean Energy Program**

[www.njcleanenergy.com](http://www.njcleanenergy.com)