Guide to Completing Zoning Permit Applications

Applicant: The person/corporation who:
- Owns the property, is the contract purchaser, or is a commercial tenant leasing the property
- Applicant is NOT the architect, engineer, or contractor.
- Applications listing contractors, architects, etc as the Applicant WILL BE DENIED.

Owner: The person who legally owns the property.
- Applications must be signed by the property owner. Unsigned Applications will be denied.

Fee: Fee must be paid by check or money order in the exact amount payable to the City of New Brunswick.

Contact Information: Providing a contact # and/or email address allows us to be able to contact the applicant if there are any questions and could help minimize the time it takes to complete the application review process.
- Please note your preferred contact method.

Summary of Proposal: If the detailed summary is unclear, then the application will be denied and the applicant will receive correspondence requesting clarification.

Summary of History: Provide as much detail as possible regarding the current and most immediate past use or occupancy of the property, this includes:
- How long the current or prior use has been in existence at this location
- If the property is subject to any variance granted by the Zoning Board of Adjustment

This information is used to determine whether or not the proposed use is a continuation of a prior non-conforming use or other non-conformity, e.g., parking.

*** Not all applications need every submission item, e.g., an application for a change of ownership may not necessarily need a boundary survey/floor plans.

Provide details regarding the proposed use/occupancy:

Provide details of the most recent use of the site:

Are there any other uses contained on this site? If so, please describe:

Notice:
- If applying for the use of an attic or basement as habitable space, please provide the floor to ceiling height.
- If applying for a change of ownership, please note that any proposed signage, including changes to existing signage, will require a sign facade permit.
- Applications will be deemed incomplete until all the required information is provided.
- All approvals based upon false information are null and void.

*** Fees may be payable if the permit is denied or withdrawn. Applicants may contact the Planning Office for more information on fees. If fees are owed, the permit will be deemed invalid until the fees are paid.