

BOROUGH OF CHATHAM
BUILDING DEPARTMENT
PLANNING BOARD
ZONING BOARD OF ADJUSTMENT

2011 ANNUAL REPORT

February 15, 2012

REPORTS

- Building Department Monthly and Annual Reports
- Uniform Construction Code Annual Report
- Transmission to State of Building Department Monthly DCA Report
- Quarterly State Training Fee Report
- Permits Issued (see attached report)
- Fees Collected (see attached report)
- Tree Removal
- OPRA Requests

SUPPLIES AND DOCUMENTS

- P.B. and Z.B. Applications
- Building Permit Applications
- Inspection Schedules
- CCO Documents and Schedules
- COAH Fee Application
- Contractor Home Improvement Registration
- Demolition of Home: Letters to Neighbors, Utilities, Abatement, Asbestos
- Demolition of Tank: Manifest and receipts for oil and scrap metal

ISSUED PERMITS AND SCHEDULED INSPECTIONS

- Building, Electric, Plumbing, and Fire
- COAH Fees: Calculate, Disburse and Track for Final Payment
- Land Disturbance
- Tree Removal – Review and Process
- Signs – Review with Zoning and Coordinate with Sign Committee
- Fences and Sheds
- Certificate of Occupancy
- Temporary Certificate of Occupancy
- Certificate of Approval
- Violations
- Continued Certificate of Occupancy - Review, Tracking and Following-up on previous permits for closure, and Process

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PREPARE AGENDAS AND MINUTES and APPLICATIONS

- Sign Committee
- Planning Board
- Zoning Board of Adjustment

NEWSPAPER ADVERTISEMENTS

- Resolutions for Professional Services
- Public Notice of Action
- Resolutions for Denied or Approved Applications
- Cancellations and Special Meetings
- Annual Resolutions for P.B. and Z.B.
- Other Public Notices for P.B. and Z.B.

PREPARE APPLICATIONS FOR P.B. AND Z.B.

- Review Application with Applicant
- Answer Questions and Assist in Preparation for Meeting
- Obtain Zoning Evaluations
- Obtain all Review Letters
- Check for Completeness
- Receive Escrow Payments
- Track Escrow Accounts
- Follow-up Letters for Additional Escrow Funds

FILING OF RECORDS

- Archive Records for Building Department
- Archive Completed Applications for P.B. and Z.B.
- Discard Duplicated Documents

This past year of 2011, we have had a continued successful transition with shared services. We also have seen an improvement in productivity and expect to continue with more growth and a favorable year ahead.

Maria Maramonte
Building Department



Chatham Borough
54 Fairmount Ave
Chatham, NJ 07928

Building Summary Report

All permits issued between the dates of 1/1/2011 and 12/31/2011.

Permit Summary	Totals
Number of Permits:	852
Number of Permit Updates:	0
Construction Costs:	\$11,610,578
Total Square Footage	46,779
Fees Waived:	\$646

Subcodes	Total Subcode Fees
Import - Subcode not specified	\$0
Building	\$109,347
Electrical	\$25,611
Elevator	\$0
Fire	\$7,110
Plumbing	\$29,727

Certificates	Count	Total Certificate Fees
Certificate of Occupancy	33	\$1,700
Certificate of Approval	263	\$0
Temporary Certificate of Occupancy	2	\$0
Certificate of Continuing Occupancy	2	\$200

Non-UCC Certificates	Count	Total Certificate Fees
Non-UCC Certificates	151	\$7,225

Subcode Fees Grand Total \$171,795

Certificate Grand Total \$9,125

\$180,920

PERMITS ISSUED 2011

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
BUILDING	10	13	30	38	41	60	38	41	21	26	26	18	362
ELECTRIC	12	14	29	28	40	43	32	27	23	24	38	24	334
PLUMBING	15	15	28	21	37	37	30	26	18	24	35	25	311
FIRE	3	6	4	6	6	12	9	14	1	8	15	10	94
CO	2	2	2	1	5	5	4	2	1	1	4	0	29
CCO	8	9	14	7	31	15	13	22	7	4	13	8	151
TOTALS	50	59	107	101	160	172	126	132	71	87	131	85	1,281

FEES COLLECTED 2011

	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
BUILDING	12,402	4,440	9,240	13,635	9,926	10,460	10,372	10,175	4,163	4,042	13,234	7,258	109,347
ELECTRIC	1,708	998	2,134	1,879	2,992	3,088	2,260	2,633	1,402	1,312	3,664	1,541	25,611
PLUMBING	2,536	1,624	2,078	1,631	3,042	3,236	2,941	2,962	1,969	1,571	4,380	1,757	29,727
FIRE	290	630	360	350	520	720	760	1,030	60	510	1,220	660	7,110
CO	100	100	250	50	250	350	200	100	50	50	200	0	1,700
CCO	370	450	700	320	1,450	710	610	1,040	310	190	660	415	7,225
OTHER & CCO							100		100	0	0	0	200
TOTALS	17,406	8,242	14,762	17,865	18,180	18,564	17,243	17,940	8,054	7,675	23,358	11,631	180,920

INSPECTIONS 2011

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
BUILDING	40	51	67	65	73	77	82	81	57	58	62	43	756
ELECTRIC	43	43	68	49	67	54	66	62	56	47	53	55	663
PLUMBING	39	42	48	34	51	43	61	47	40	38	52	34	529
FIRE	9	10	20	12	16	9	9	9	11	8	10	17	140
CO	2	2	2	1	5	5	4	2	1	1	4	0	29
CCO -RES	8	9	12	7	29	15	13	22	7	4	10	7	143
CCO-COM	0	0	2	0	2	0	0	0	0	0	2	1	7
OTHER	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	141	157	219	168	243	203	235	223	172	156	193	157	2,267

YEAR END FEES COLLECTED 2010 AND 2011

DECEMBER 2011	DECEMBER 2010	YTD 2011	YTD 2010
11,631	8,833	180,970	166,895