

**Annual Building Department  
Summary  
2013**

**Vincent J. DeNave**

In 2013, the Building Department was extremely busy. The permits declined by 24.10% while both the number of inspections and fees collected increased (16.78% and 31.57% respectively). The increase was due to larger projects being initiated, where in the past few years the projects were smaller in size and scope.

At the end of 2013 the Borough Council expanded the shared service agreement with Madison that will have all permits being handled in Madison.

The fees will now be collected by Madison for all UCC permits.

The Borough has retained all CCO inspections, tree inspections and non-UCC permit applications along with their respective fees.

We look forward to another busy year, while coordinating all activities with Madison personnel.

Very truly yours,



Vincent J. DeNave  
Borough Engineer

	YTD 2013	YTD 2012	TOTAL DIFFERENCE	% DIFFERENCE
PERMITS	1,112	1,465	-353	-24.10%
INSPECTIONS	2,686	2,300	+386	+16.78%
FEES COLLECTED	\$246,513	\$187,360	+\$59,153	+31.57%



Chatham Borough  
 c/o BOROUGH OF MADISON  
 50 KINGS RD.  
 MADISON, NJ 07092

## Building Summary Report

All permits issued between the dates of 1/1/2013 and 12/31/2013.

<b>Permit Summary</b>		<b>Totals</b>
Number of Permits:		1112
Number of Permit Updates:		0
Construction Costs:		\$18,123,459
Total Square Footage		79,335
Fees Waived:		\$667
<b>Subcodes</b>		<b>Total Subcode Fees</b>
Import - Subcode not specified		\$0
Building		\$136,308
Electrical		\$40,346
Elevator		\$0
Fire		\$15,720
Plumbing		\$40,118
<b>Certificates</b>		<b>Count</b>
Certificate of Occupancy	58	\$3,300
Certificate of Approval	129	\$0
Temporary Certificate of Occupancy	3	\$200
Certificate of Continuing Occupancy	5	\$500
Certificate of Clearance - Asbestos Abatement	1	\$21
<b>Non-UCC Certificates</b>		<b>Count</b>
Non-UCC Certificates	204	\$10,000
<b>Subcode Fees Grand Total</b>		\$232,492
<b>Certificate Grand Total</b>		\$14,021
		<hr/>
		\$246,513



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## Inspection Log Report

Inspections between the dates of 1/1/2013 and 12/31/2013.

<b>Subcode</b>	<b>Inspector</b>	<b>Inspection Count</b>
<b>Building</b>		
	Bruce Barrios	13
	MICKEY QUINN	108
	Robert Smith	92
	Russell Brown	722
		<hr/>
		935
<b>Electrical</b>		
	FRANK BAGUIAO	1
	ROBERT McLOUGHLIN	7
	Robert Smith	778
	William O'Connor	41
		<hr/>
		827
<b>Fire</b>		
	Bruce Barrios	175
	James Blair	86
	Lou DeRosa	1
		<hr/>
		262
<b>Plumbing</b>		
	Anthony Lardieri	643
	Bill Olinger	1
	KEITH McCALL	18
		<hr/>
		662
	<b>Total Inspections:</b>	<b>2686</b>

**BOROUGH OF CHATHAM  
BUILDING DEPARTMENT  
2013 ANNUAL REPORT**

**February 21, 2014**

**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.**

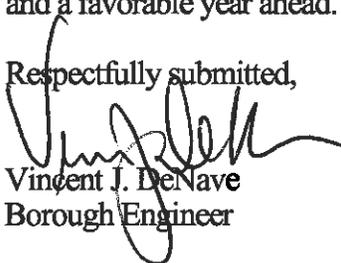
Review Application with Applicant  
Answer Questions and Assist in Preparation for Meeting  
Obtain Zoning Evaluations  
Obtain all Review Letters  
Check for Completeness  
Receive Escrow Payments  
Track Escrow Accounts  
Follow-up Letters for Additional Escrow Funds

**FILING OF RECORDS**

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

We have seen an improvement in productivity and expect to continue with more growth and a favorable year ahead.

Respectfully submitted,

  
Vincent J. DeNave  
Borough Engineer