



TOWNSHIP OF NUTLEY KITCHEN ALTERATIONS -CHECKLIST-



PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED,
NOT ACCORDING TO COMPLEXITY OF PROJECT!!

1. Direct Replacement – If there is no rearrangement of cabinets or appliance, no permit is required. If you remove plaster, sheetrock, or wall finishes, a permit shall be required for building subcode and possibly an electrical permit. Please consult with the Plumbing Subcode Official as to permit requirements.
2. Kitchen Rearrangement – If you fully gut entire room and rearrange cabinets and appliances, a building permit shall be required and building, plumbing, and electrical subcodes shall be filled out.

The following shall be required:

3. Three copies of a legible floor plan to scale showing the room size and layout. PLANS SHALL BE LEGIBLE AND NEAT OR THEY WILL NOT BE ACCEPTED!!
4. Indicate proposed finishes on walls, floor and ceiling and proposed material thickness.
5. If there are structural changes to kitchen alteration, this must be done on a separate, detailed plan/sketch and shall indicate all information on loads. Point load shall be noted on plan and specifications shall be submitted. The building official may not accept structural information if insufficient and will require a licensed architect to submit required plans.
 - a. Plumbing subcode – If there is no rearrangement of fixtures a permit not required. If there is rearrangement of fixtures, a permit is required.
 - b. Electrical subcode – a permit is required for any electrical work.
 - c. Building subcode – a permit is required for removing any section (gutting) of plaster of sheetrock and structural changes.
6. A copy of contractors current home improvement registration is required.

**Please note that the owner of an owner-occupied single-family home may sign off that they are performing their own work. THIS DOES NOT MEAN SUPERVISE. This means you must do the work yourself. Two family homes and more require a licensed contractor.