



**City of Margate City**  
**Department of Building Inspection**  
9001 Winchester Avenue  
Margate City, New Jersey 08402  
(609) 822-1974  
Email: [margate\\_inspection@margate-nj.com](mailto:margate_inspection@margate-nj.com)

## **CITY OF MARGATE PERMIT PROCEDURES**

### **INSTALLATIONS/ENLARGEMENTS/REPLACEMENTS OF CONCRETE, DRIVEWAY, AND PAVERS (NOT INCLUDING SIDEWALK AND CURB)**

#### **1. Zoning Approval Process:**

- ☐ Submit a Zoning Permit Application accompanied by the \$50.00 zoning review fee payable to the City of Margate. Note: The zoning review fee may be waived for identical replacements with no alterations to size or location; however, a zoning permit is still required.
- ☐ Submit a copy of the property survey/plot plan with details on:
  - Lot size and lot coverage calculations
  - Existing and proposed structures
  - Existing and proposed property line setbacks
  - Location and dimensions of the proposed concrete/driveway/paver installation
- ☐ If Planning Board approval was obtained, include a copy of the decision and resolution along with two copies of the signed planning board compliance plans.

#### **2. Municipal Permit Application:**

- ☐ Submit a Municipal Permit Application.
- ☐ Include a copy of the contractor's New Jersey Home Improvement License.
- ☐ Include the "Call Before You Dig" Affidavit with the release/ticket number, obtainable by calling 811 or 800-272-1000.
- ☐ Include the "Agent Affidavit" required for all permit applications.
- ☐ Wait for approval; work must not commence until the construction permit is issued.

#### **3. Closing Your Permit:**

- ☐ Complete all required inspections.
- ☐ Submit inspection requests via email to [margate\\_inspection@margate-nj.com](mailto:margate_inspection@margate-nj.com).

### **CONNECT WITH MARGATE ONLINE**

Margate City is on SDL Portal, an online hub where residents & professionals can access town data, search properties and view their permit status 24/7.

- ☒ Search Permit Data
- ☒ Access Property Data
- ☒ View Inspection Results
- ☒ And more!

SDL | PORTAL

visit: [sdl.town/Margate](https://sdl.town/Margate) to get started



# CITY OF MARGATE CITY ZONING PERMIT APPLICATION

Date Submitted: \_\_\_\_\_

Zoning Permit # \_\_\_\_\_

Zoning Control # \_\_\_\_\_

## ZONING REVIEW – FOR MUNICIPAL USE ONLY

Date Received by Zoning: \_\_\_\_\_ ☐ Approved: \_\_\_\_\_ ☐ Denied: \_\_\_\_\_

Condition / Comments: \_\_\_\_\_

Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

*Roger D. McLarnon, Zoning Officer*

## REVISIONS – FOR MUNICIPAL USE ONLY

REVISION 1- Submitted: \_\_\_\_\_ ☐ Approved: \_\_\_\_\_ ☐ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

REVISION 2- Submitted: \_\_\_\_\_ ☐ Approved: \_\_\_\_\_ ☐ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Condition / Comments: \_\_\_\_\_

## PAYMENT – FOR MUNICIPAL USE ONLY

Paid: \_\_\_\_\_ ☐ Check ☐ Cash ☐ Credit Card Paid by: \_\_\_\_\_

Check/Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_ Clerk: \_\_\_\_\_

**FEES: PAYMENT IS DUE AT THE TIME A ZONING PERMIT IS SUBMITTED.** Per § 175-42, the following fees apply:

◆ New/Major\* Construction Plan Review: \$300.00

◆ All others (fences, sheds, signs, additions, etc.): \$50.00

### A. IDENTIFICATION:

**Subject Property – Address:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

### B. TYPE OF APPLICATION: Check all that apply- ☐ New ☐ Replacement ☐ Change

☐ New Construction

☐ Shed

☐ Parking Area

☐ Addition/Alteration

☐ Garage

☐ Pavers

☐ Home Elevation\*

☐ Generator

☐ Sign

☐ Swimming Pool

☐ HVAC

☐ Ramp

☐ Hot Tub/Spa

☐ Fence

☐ Solar

☐ Deck/Porch

☐ Outdoor Shower Enclosure

☐ Other: \_\_\_\_\_

**Use of Property/Buildings – Existing:** \_\_\_\_\_ **Proposed:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Has the proposed project been subject to an application to the Planning Board?** ☐ Yes or ☐ No

**Please attach the Board resolution and signed, approved plans.** Date of Approval: \_\_\_\_\_ Resolution #: \_\_\_\_\_

### C. CERTIFICATION IN LIEU OF OATH:

I hereby certify that I have read this application, that the information provided is correct, and that I am the (authorized agent of) owner in fee of the property listed, as such hereby agree to comply with the applicable requirements of the Code of the City of Margate City, County of Atlantic and The State of New Jersey.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**ALL ZONING PERMIT APPLICATIONS MUST BE SUBMITTED TO THE MARGATE CITY BUILDING DEPARTMENT LOCATED AT 9001 WINCHESTER AVENUE. PLEASE SUBMIT THE COMPLETED APPLICATION WITH A PLOT PLAN SHOWING LOT SIZE, EXISTING STRUCTURES AND PROPOSED STRUCTURES AS WELL AS PROPERTY LINE SETBACKS.**



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Email: [margate\\_inspection@margate-nj.com](mailto:margate_inspection@margate-nj.com)

PERMIT No:

M \_\_\_\_\_

## MUNICIPAL PERMIT APPLICATION

- ♦ A ZONING PERMIT MUST ACCOMPANY THIS APPLICATION- **Zoning Permit No.:** \_\_\_\_\_
- ♦ A SEPARATE STREET OPENING PERMIT IS REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT OF WAY, INCLUDING SIDEWALK & CURB REPLACEMENTS!

### A. IDENTIFICATION:

**SUBJECT**  
**PROPERTY ADDRESS:** \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

PROPERTY OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Home Improvement License #: \_\_\_\_\_

### B. TYPE OF APPLICATION: Check all that apply and provide the estimated cost of each item:

- |  |                     |                          |                      |
|--|---------------------|--------------------------|----------------------|
| <input type="checkbox"/> <b>FENCE:</b>                                   | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> <b>SHOWER ENCLOSURE:</b>                        | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> <b>SHED:</b>                                    | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> <b>DRIVEWAY:</b>                                | Est. Cost: \$ _____ | Dimensions in Ft.: _____ |                      |
| <input type="checkbox"/> <b>PAVERS:</b>                                  | Est. Cost: \$ _____ | Dimensions in Ft.: _____ |                      |
| <input type="checkbox"/> <b>CONCRETE:</b><br>(Excluding Sidewalk & Curb) | Est. Cost: \$ _____ | Dimensions in Ft.: _____ |                      |
| <input type="checkbox"/> <b>BULKHEAD:</b>                                | Est. Cost: \$ _____ | Dimensions in Ft.: _____ |                      |
| <input type="checkbox"/> <b>OTHER:</b> _____                             | Est. Cost: \$ _____ | Dimensions in Ft.: _____ |                      |

**PROPOSED WORK:**      ☐ **NEW**      ☐ **REMOVE & REPLACE**      ☐ **ALTERATION**

**Description of work:** \_\_\_\_\_

★ **DIG RELEASE #:** \_\_\_\_\_ ★ (Must call 1-800-272-1000 to obtain Dig Release Number)

**C. CERTIFICATION IN LIEU OF OATH:** I hereby certify that I have read this application, that the information provided is correct, and that I am the (authorized agent of) owner in fee of the property listed, as such hereby agree to comply with the applicable requirements of the Code of the City of Margate City, County of Atlantic and The State of New Jersey.



\_\_\_\_\_  
OWNER/CONTRACTOR SIGNATURE

\_\_\_\_\_  
DATE

★ **FOR OFFICE USE ONLY:** DATE RECEIVED: \_\_\_\_\_ ZONING APPROVAL DATE: \_\_\_\_\_

CONSTRUCTION OFFICIAL APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

AMOUNT DUE: \$ \_\_\_\_\_ ☐ CHECK ☐ CASH ☐ CC RECEIPT #: \_\_\_\_\_

DATE ISSUED: \_\_\_\_\_ COLLECTED BY: \_\_\_\_\_

WHITE – OFFICE

YELLOW – APPLICANT COPY

PINK – TAX ASSESSOR'S OFFICE



## AFFIDAVIT

I, \_\_\_\_\_ OF FULL AGE,  
DO HEREBY ASSERT AS FOLLOWS:

1. I AM THE OWNER/CONTRACTOR, AGENT FOR THE PROPERTY LOCATED  
AT:

\_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

2. I AM AWARE OF MY OBLIGATION TO CONTACT "*CALL BEFORE YOU DIG*"  
PRIOR TO STARTING CONTRUCTION, WHO IN TURN WILL CONTACT THE  
APPROPIATE UTILITIES TO LOCATE ANY UNDERGROUND FACILITIES IN  
OR UPON THE PROPERTY DESCRIBED HEREIN.
3. I UNDERSTAND THAT IF I PROCEED WITHOUT ASCERTAINING THE  
LOCATION OF ALL UNDERGROUND FACILITIES, I AM DOING SO AT MY  
OWN RISK.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TICKET / RELEASE NUMBER:** \_\_\_\_\_

§ 48:2-83. Proof of notification required for permission to excavate: any permit or permission for a road opening, building, blasting, demolition or excavation granted by a public entity to an excavator that will result in excavation or demolition activity shall not be effective until the excavator provides proof to the public entity that the excavator has notified the One-Call Damage Prevention System pursuant to section 10 [C.48:2-82] of the act.

**DIG RELEASE PHONE NUMBER: 811 OR (800) 272-1000**

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**OFFICIAL USE ONLY:**

Permit Number associated  
with this affidavit:

## AGENT AFFIDAVIT

### ACCEPTING RESPONSIBILITY FOR WORKSITE COMPLIANCE WITH LOCAL CODES

As the authorized agent/general contractor for a construction project in the City of Margate, I assume responsibility for ensuring worksite compliance with local codes, aligning with the City's focus on safety, fire prevention, and emergency preparedness. This includes overseeing personnel and subcontractors throughout the project. Any deviation from the stipulated requirements by employees or subcontractors will be my responsibility.

Important codes include, but are not limited to:

- **Construction Work Hours:** Monday through Friday, 7:00 AM - 5:00 PM, and Saturdays, 8:00 AM - 4:00 PM. Prohibited on Sundays and certain holidays. *(Different work hours apply during the summer; refer to Margate's website for details.)*
- **Safe Access and Maintenance:** Ensure safe access and maintain proper site upkeep. Regular checks for trash and debris are imperative for fire hazard mitigation and preventing debris impact on neighboring properties.
- **Dumpster Regulations:** Must be covered at night and during off-hours; permits are handled by the Police Department at 111 N Decatur Avenue.
- **Public Sidewalks:** Must remain unobstructed for pedestrian use. If damaged, an alternative safe passage must be provided until a new sidewalk is installed.
- **Permit Notices and Plans:** Post all permit notices conspicuously and keep approved plans on-site for all inspections.

On this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_, I, \_\_\_\_\_,  
OF FULL AGE, DO HEREBY ASSERT AS FOLLOWS: (Contractor's Name)

1. I AM THE OWNER/CONTRACTOR OF RECORD AND RESPONSIBLE AGENT FOR THE PROJECT AT:

ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

2. I ACKNOWLEDGE MY OBLIGATION TO COMPLY WITH THE CITY OF MARGATE'S CODES, UNDERSTANDING THAT FAILURE TO DO SO WILL RESULT IN FURTHER ACTION(S).
3. I WILL BE HELD ACCOUNTABLE FOR ANY AND ALL EMPLOYEES OR SUBCONTRACTORS FAILING TO COMPLY WITH THE CITY OF MARGATE'S CODES.
4. I UNDERSTAND THAT THE CITY MAY CONDUCT INSPECTIONS AT ANY TIME TO ENSURE COMPLIANCE.

\_\_\_\_\_  
Agent/Contractor Name (Printed)

\_\_\_\_\_  
Signature