



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

CITY OF MARGATE PERMIT PROCEDURES FOR FENCE INSTALLATIONS AND REPLACEMENTS

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 fence replacements with no alterations to size, height, or location; however, a zoning permit is still required.
- ☐ Submit a copy of the property survey/plot plan with details on:
 - Lot size
 - Existing and proposed structures
 - Existing and proposed property line setbacks
 - Location, dimensions, and height of the proposed fence
- ☐ 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.

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 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.



City of Margate City
Department of Building Inspection
9001 Winchester Avenue
Margate City, New Jersey 08402
(609) 822-1974 Fax: (609) 822-2248
Email: 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"/> FENCE: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> SHOWER ENCLOSURE: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> SHED: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> DRIVEWAY: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> PAVERS: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> CONCRETE:
(Excluding Sidewalk & Curb) | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> BULKHEAD: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> OTHER: _____ | 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 APPROPRIATE 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

City of Margate City
Department of Building Inspection
9001 Winchester Avenue
Margate City, NJ 08402
(609) 822-1974



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

Contractors

Poor construction practices lead to environmental contamination

Cause (work site)	Effect (Environmental Contamination)
	
	

Remember:

- When cutting or drilling AZEK-TREX or any plastic poly-compound materials, use a vacuum attachment on all saws when practical.
- Cut and drill in confined spaces to keep dust down to a minimum and ease of cleanup.
- Never cut or drill without a tarp under power tools.
- Tarp your area and clean the area as often as possible.
- Clean up plastic contaminants before leaving your site.
- DO NOT blow your debris into the storm drains. That just washes them into our water systems for contamination that lasts thousands of years.



Keep the Plastics and contaminants out of the ocean, bays and wetlands

Once created, **plastic will stay around for hundreds – or even thousands – of years**, in which time it can pollute and poison environments and the animals that inhabit them.

We all have a responsibility to protect our shores!

Contratistas

Las malas prácticas de construcción conducen a la contaminación ambiental

Causa (lugar de trabajo)	Efecto (Contaminación Ambiental)
	
	

Recordar:

- Al cortar o taladrar AZEK, TREX o cualquier material plástico polícompuesto, use un accesorio de vacío en todas las sierras cuando sea práctico.
- Corte y taladre en espacios reducidos para reducir al mínimo el polvo y facilitar la limpieza.
- Nunca corte ni taladre sin una lona debajo de herramientas eléctricas.
- Cubre el área con una lona y límpiala con la mayor frecuencia posible.
- Limpie los contaminantes plásticos antes de salir de su sitio.
- NO sople sus escombros en los desagües pluviales. Eso solo los arrastra a nuestros sistemas de agua para una contaminación que dura miles de años.



Mantenga los plásticos y contaminantes fuera del océano, las bahías y los humedales

Una vez creado, el **plástico permanecerá durante cientos, o incluso miles, de años,** tiempo en el que puede contaminar y envenenar el medio ambiente y los animales que los habitan.

¡Todos tenemos la responsabilidad de proteger nuestras costas!