



BOROUGH OF ROSELLE BUILDING DEPARTMENT



FREQUENTLY ASKED QUESTIONS (FAQ)

General Information

1. What are the office hours and contact information for the Building Department?

 **Office Hours:** Monday – Friday, 9:00 – 4:30

 **Address:** 210 Chestnut Street, 1st Floor

 **Phone:** (908) 634-4530

 **Email:** buildings@boroughofroselle.com

2. Where can I check the status of my permit or inspection request?

You can check the status of your application or inspection through the **SDL Portal** at

<https://www.sdlportal.com/towns/nj/union/roselle>

3. How do I contact the Building Department for assistance?

For general inquiries, email buildings@boroughofroselle.com or call **(908) 634-4530** during office hours.

Permits & Applications

4. When is a building permit required?

A **permit is required** for most construction projects, including:

-  New construction, additions, or structural changes
-  Electrical, plumbing, and mechanical work
-  Roofing, siding, and window replacements
-  Fencing over 6' in height or any height surrounding an inground pool. All other fences regardless of height require a zoning permit.
-  Decks, sheds, and pools
-  Demolition work

5. When is a permit NOT required?

A permit is typically **not required** for:

-  Minor cosmetic work (painting, flooring, cabinets)
-  Non-structural repairs or maintenance – please call the office prior to proceeding with any work to confirm
-  Small sheds under 200 square feet. A zoning permit is still required. Please contact the office prior to beginning any work. A building permit may still be required in certain instances.

6. How do I apply for a permit?

Applications can be submitted by mail or in person at the Building Department. Certain small applications can be submitted online through the [SDL Portal](#). Required documents may include plans, surveys, and contractor information.

7. How long does it take to process a permit?

Processing times vary based on project complexity. The building department is allowed up to 20 business days to perform a review, however our review time is generally less for smaller projects.

8. How can I pay for my permit?

Payment methods may include **credit/debit cards, business checks, or money orders. WE DO NOT ACCEPT PERSONAL CHECKS.** Contact our office for payment details.

Inspections

9. How do I schedule an inspection?

Inspections must be scheduled through the **SDL Portal** at <https://www.sdlportal.com/towns/nj/union/roselle> Requests should be made **at least 72 hours in advance**.

10. What types of inspections are required?

Inspections vary by project but may include:

- ✓ Foundation & Footing Inspections
- ✓ Framing & Structural Inspections
- ✓ Electrical, Plumbing, & Mechanical Inspections
- ✓ Final Inspection for Certificate of Occupancy

11. What happens if I fail an inspection?

If an inspection fails, the inspector will provide a report detailing necessary corrections. A **re-inspection** must be scheduled once corrections are made.

Zoning & Property Maintenance

12. How do I check zoning requirements for my property?

Zoning information is available through the **Zoning Department** or online via the municipal zoning map at https://www.boroughofroselle.com/Document%20Center/Department/Zoning%20Administration%20%20Enforcement/220720apb_Adopted_Zoning_Map.pdf

13. Do I need a permit for a fence?

Yes, permits are required for all fences. Setback and height restrictions may apply based on zoning regulations.

14. How do I report a property maintenance issue or code violation?

Code violations (e.g., abandoned properties, unsafe structures) can be reported in [SDL Portal](#) by clicking on the Complaints Icon or emailing the [complaint form](mailto:complaint_form) to CodeEnforcement@boroughofroselle.com

Rental & Municipal Certificate of Use (MCU)

15. When is a Municipal Certificate of Use (MCU) required?

A CO is required for:

-  Residential change of ownership
-  Commercial property changes or ownership transfers
-  Rental property registration and tenant changes

16. How do I apply for a rental property inspection?

Rental property inspections can be scheduled through the **SDL Portal**. Owners must ensure compliance with fire, safety, and maintenance codes before scheduling.

Miscellaneous

17. Do I need a permit for a home business?

Home businesses may require **zoning approval** and certain permits. Email the **Zoning Department** for specific guidelines at zoning@boroughofroselle.com.

18. Can I do my own work, or do I need a licensed contractor?

Homeowners may perform certain work on **owner-occupied** properties, but electrical, plumbing, and HVAC work may require licensed professionals.

19. How can I appeal a decision made by the Building Department?

Appeals must be filed with the **Construction Board of Appeals** within a specified timeframe. Contact the office for guidance.

For further assistance, please visit our office, call **(908) 634-4530** or email buildings@boroughofroselle.com.

 **Stay Updated:** Follow our public information campaign for best practices, permit guidance, and scheduling tips. Visit our website at https://www.boroughofroselle.com/departments/economic_development/building_department/index.php for more information

 **Visit the SDL Portal:** <https://www.sdlportal.com/towns/nj/union/roselle> for permits, inspections, and inquiries.