



THE CITY OF NEW BRUNSWICK DEPARTMENT OF PLANNING,
COMMUNITY AND ECONOMIC DEVELOPMENT:
ZONING & SIGNAGE PERMIT GUIDANCE DOCUMENT

If you are considering altering your property, whether it is a physical alteration or a change in the use, you will most likely need to submit a zoning permit application to the City of New Brunswick Department of Planning, Community and Economic Development (DPCED) before you can begin your work. If you are unsure about whether your proposal requires a permit, please check with our office at 732-745-5050. Due diligence can save a lot of time and money down the road.

A zoning permit application is reviewed by the DPCED to ensure that your proposal meets the guidelines set forth in the City of New Brunswick Zoning Ordinance ([Zoning Ordinance](#)) and Land Development Code ([Land Development Code Title 16](#)).

A good rule of thumb to follow when preparing your permit application is to locate your property on the City of New Brunswick Zoning Map to determine what zoning district your property is located in. Each zoning district has specific uses which it permits. If your intended use is not permitted in the zoning district you are located in, a use variance is required from the Zoning Board of Adjustments.

[Click on the map above to be taken to the Zoning Map](#)

[Click on the application above to be taken to a downloadable version](#)

The following pages of this document will focus on examples of different types of proposals that require zoning approval, the process of obtaining approvals, the signage approval process, and any information that may need to be submitted in order for your application to be properly reviewed.

General examples of changes which require a zoning permit.***

Residential:

- Any proposed addition/expansion*
Including steps, porches, decks, etc.
- Using a basement or attic for additional bedrooms or an additional unit
- Adding additional bedroom(s) and/or unit(s)
- Erection of a fence
- Construction of expansion of a driveway
- Changing the use of the dwelling
i.e.- Converting from a one family to a two family dwelling, vice versa
- Construction of an accessory structure*
- Facade modifications (multi-family only)



Commercial/Industrial:

- Any proposed addition/expansion*
- Erection of a fence
- Change in tenancy
- Change in use**
- Conversion of a residential use into a commercial use
- Facade modifications
- Installation of a sign or awning (see page 4 of this document for further information)



Please note that subsequent permits may be required from other departments after you have received your zoning permit approval. It is good practice to contact the following departments to determine if a permit is required:

Construction Code Official: (732) 745-5075
Department of Engineering: (732) 745-5055
City Clerks Office (merchants licenses): (732) 745-5041
Division of Housing Inspections: (732) 745-5075
Division of Fire Safety: (732) 745-5075

Notes:

- *- All non-single/two family dwellings are subject to site plan review. Additions, expansions, or the construction of accessory structures larger than 80 square feet shall require site plan review.
- ** - If the change of use is from a permitted use to a non-permitted use, a use variance shall be required.
- *** - Please note that this list is for guidance purposes and by no means is exhaustive of all the possible proposals which require zoning permit approval.

Application Fee Schedule:

Residential: (1 and 2 Family) \$25
Other Residential: \$100
Office/Commercial: \$ 100
Industrial incl. auto repair/body: \$150
Place of Worship/Non Profit Soc Serv: \$25

Fees shall be in the form of a check or money order made payable to the City of New Brunswick

FACADE & SIGNAGE PERMIT APPLICATIONS:

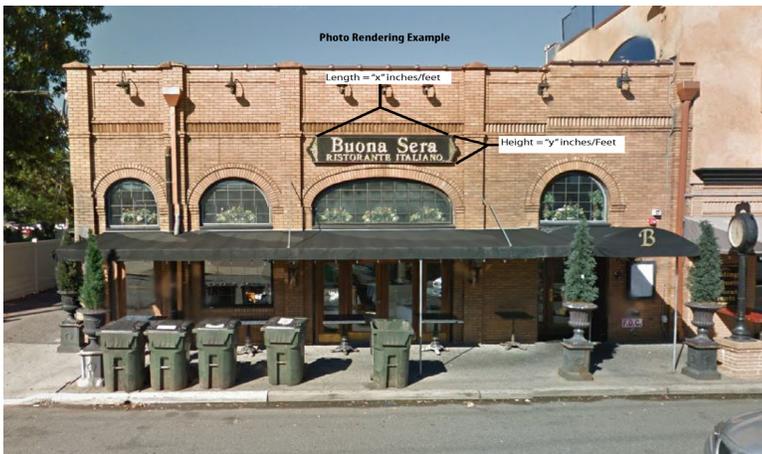
The installation of signs, awnings, window vinyl, and other forms of advertisements require a permit from our office.

- Note: Modification of existing signage requires a permit from our office.

Generally there are the following sign types:

- Facade
- Freestanding
- Projecting
- Awning
- Window Vinyl

The applicant shall indicate what type of signage they intend on installing and provide a dimensioned photo-rendering of the proposed installation. An example of a photo rendered drawing can be found below. Your sign company can usually provide this.

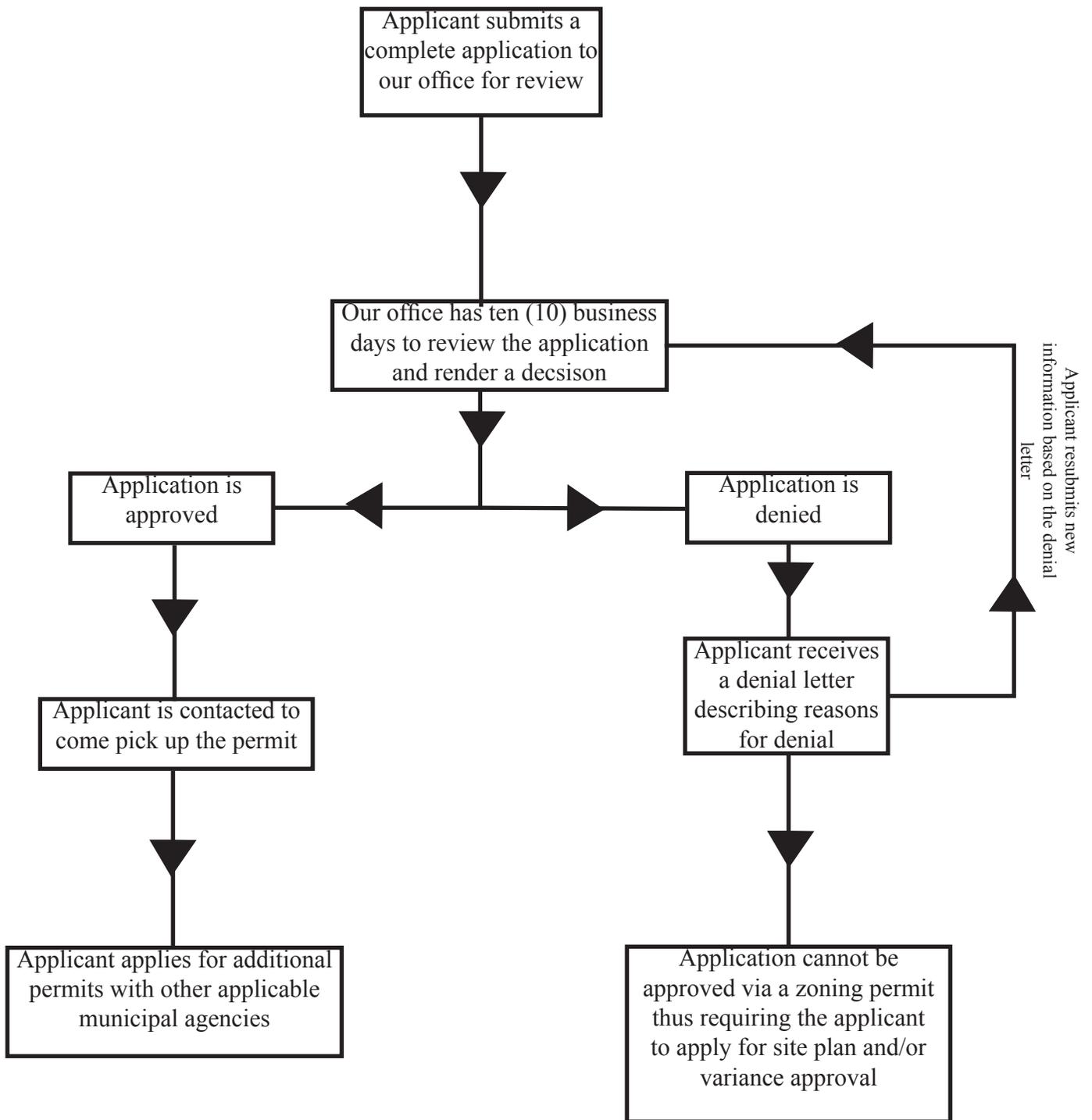


[Click above to be taken to a downloadable version of the application form](#)

A signage/facade permit shall also be required for facade modifications such as the installation of new or different sized windows & doors and other structural alterations to the facade .

The application fee is \$100 in the form of a check or money order made payable to the City of New Brunswick.

PERMIT APPROVAL PROCESS



If you have any questions or comments we can be reached at 732-745-5050 or by clicking the City of New Brunswick seal below: