

# TOWNSHIP OF CRANFORD

Office of the Township Clerk  
8 SPRINGFIELD AVENUE  
CRANFORD, NJ 07016

Via Email:

January 14, 2026

Mr. John Arthur  
Borough Administrator

Ms. Patricia Vazquez  
Borough Clerk

Borough of Garwood  
403 South Avenue  
Garwood, New Jersey 07027

**Re: Township of Cranford Adopted Ordinance No. 2025-27**

Dear Mr. Arthur and Ms. Vazquez,

On Tuesday, December 16, 2025, the Township Committee of the Township of Cranford adopted Ordinance No. 2025-27. This ordinance authorized an increase in Building Department permit fees. Attached is a signed copy of Ordinance No. 2025-27.

If I can provide additional information regarding this matter, please let me know and/or call Construction Code Official Gary Junkroft at 908-709-7355.

With best regards,



Patricia Donahue

Township Clerk

Telephone: 908-709-7210

Email: [p-donahue@cranfordnj.org](mailto:p-donahue@cranfordnj.org)

cc via Email:

L. Patterson, Business Administrator/CFO

G. Junkroft, Construction Code Official

A. Smith, Deputy Municipal Clerk

L. Styler, Technical Assistant Supervisor

**TOWNSHIP OF CRANFORD  
CRANFORD, NEW JERSEY**

**ORDINANCE NO. 2025-27**

**AN ORDINANCE TO AMEND THE CODE OF THE  
TOWNSHIP OF CRANFORD, CHAPTER 186, SECTION 2  
CONSTRUCTION CODES, UNIFORM FEES**

**WHEREAS**, the Township of Cranford and Borough of Garwood have established an Interlocal Services Agreement to provide Construction Code Official and Subcode services; and

**WHEREAS**, pursuant to the Uniform Construction Code N.J.A.C. 5:23) the Township of Cranford shall approve a schedule of fees associated with plan review and construction permit services so as to effectively serve both communities; and

**WHEREAS**, Chapter 92, Section 2 of the Municipal Code of the Township of Cranford sets forth various fees to defray the costs associated with Construction Code Official and Subcode services; and

**WHEREAS**, those fees were last adjusted one years ago, in July 2024; and

**WHEREAS**, the Township Committee of the Township of Cranford has determined that it is in the best interests of the residents of the Township and Borough of Garwood to increase the fees with the associated cost increases and align their fees with other municipalities for similar services.

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Cranford in the County of Union and State of New Jersey as follows:

**SECTION 1.** Chapter 186, Construction Codes, Uniform, Section 2 Fees of the Code of the Township of Cranford is hereby amended as follows:

**§ 186-2 Fees.**

The fees to be charged for a construction permit shall be the sum of the below fees and shall be paid before the permit is issued. Fees may be rounded to the nearest dollar amount.

A. The building subcode fees shall be as follows:

- (1) For new construction and additions, the fees are based on volume in cubic feet. ~~The fee shall be six cents (\$0.06) per cubic foot for Use Groups R-3 and R-5 and seven and a half cents (\$0.075) per cubic foot for all other Use Groups. The minimum fee shall be three hundred dollars (\$300) for use groups R-3 & R-5 and five hundred dollars (\$500) for all other use groups.~~
  - a. Use Groups R-3 & R-5 – (\$0.08) eight cents per cubic foot. The minimum fee shall be three hundred dollars (\$300).
  - b. Use Groups H, I, M, R-1, R-2, A, E, & B – (\$0.08) eight cents per cubic foot. The minimum fee shall be five hundred dollars (\$500).
  - c. Use Groups F, S & U – (\$0.075) seven and a half cents per cubic foot. The minimum fee shall be five hundred dollars (\$500). For the purpose of calculating the volume to determine the fee, the height shall be measured up to 20 high only for open spaces.
- (2) For renovations, alterations and repairs, the fees shall be based on estimated cost of the work., ~~except that the minimum fee shall be one hundred dollars (\$100) for use groups R-3 and R-5 and one hundred fifty dollars (\$150) for all use groups other~~

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~~than R-3 and R-5. The fee shall be calculated at a rate of forty dollars (\$40) per one thousand dollars \$1,000 of construction value.~~

- a. ~~Residential Use Groups (R-3 & R-5) - \$40 per \$1,000 of estimated cost of the work, provided that the minimum fee shall be \$100.~~
- b. ~~Commercial Use Groups (All Others) - \$50 per \$1,000 of estimated cost of the work, provided that the minimum fee shall be \$150.~~

(3) Plan Review. The fee for plan review shall be twenty five percent (25%) of the amount charged for the construction permit. The amount of this fee shall be deducted from the amount of the fee due for a construction permit. Plan review fees are not refundable.

(4) Demolition Fees:

- (a) Demolition of a one-or two-family residence shall be two thousand dollars (\$2,000).
- (b) All other use groups shall be three thousand five hundred dollars (\$3,500).
- (c) Residential accessory structures shall be one hundred and fifty dollars (\$150).
- (d) Sewer and water capping associated with a demolition permit (plumbing subcode): two hundred dollars (\$200). This subsection shall apply only to work done outside of the public utilities.

~~(5) Roofing and siding (Use Groups R-3 and R-5). The fees for roofing and siding work completed on structures in Use Groups R-3 and R-5 shall be two hundred dollars (\$200) when the cost of work is less than \$6,000 and two hundred fifty dollars (\$250) when the cost of work exceeds \$6,000 or more.~~

~~(5)(6) Elevator Fees. The fees shall be as set forth in N.J.A.C. 5:23-12.~~

~~(6)(7) Sign Fees. The fee for a permit to construct a sign shall be in the amount of five dollars (\$5.00) per square foot surface of the sign, computed on one side only for double-faced signs. The minimum fee shall be one hundred fifty dollars (\$150).~~

~~(7)(8) Certificate of occupancy fees, new construction, or alterations:~~

(a) The fee for Use Group R-5 reconstructions and additions shall be 10% of the total cost of the permit with a minimum of fee of two hundred fifty dollars (\$250).

[1] The fee for new construction R-5 shall be the greater of 10% of the total cost of the permit or a minimum fee of four hundred dollars (\$400).

[2] The fee for a certificate of occupancy issued for accessory structures, shall be one hundred dollars (\$100).

(b) The fee for all use groups other than R-5 shall be the greater of 10% of the total cost of the permit or a minimum fee of five hundred dollars (\$500).

(c) The fee for a certificate of occupancy granted pursuant to a change of use shall be five hundred dollars (\$500).

(d) The fee for a certificate of continued occupancy shall be five hundred dollars (\$500).

(e) The fee for a renewal of a temporary certificate of occupancy certifying that work was done under a construction permit and complies with DCA Bulletin 01-2 shall be thirty dollars (\$30).

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~~(8)(9)~~-Asbestos abatement fees. An administrative fee of four hundred dollars (\$400) shall be charged for an asbestos abatement project.

~~(9)(10)~~-Variation fees. The fee for an application for a variation in accordance with N.J.A.C. 5:23-2.10 shall be five hundred dollars (\$500) for Class I structures and one hundred fifty dollars (\$150) for Class II and Class III structures.

~~(10)(11)~~-Non-use; lapse of permits.

~~(a) No refund will be given after 30 days of issuance of a permit. Prior to the 30 days of issuance, a 25% cost of the permit paid will be held for plan review at the discretion of the Construction Code Official.~~

~~(a) In the case of discontinuance of a building project, the volume of the work actually completed shall be computed. Any excess for the uncompleted work shall be returned to the permit holder, except that all penalties that may have been imposed on the permit holder under the requirements of the regulations shall first be collected. Plan review fees are not refundable.~~

~~(b) In the event a permit shall lapse by reason of time, the fee upon application for renewal shall be the full price of the permit as calculated by the most currently adopted fees as listed in this ordinance.~~

~~(c) The fee for a change of contractor shall be one hundred dollars (\$100) per subcode.~~

~~(11)(12)~~-Swimming Pools:

~~(a) The fee for an aboveground swimming pool shall be two hundred dollars (\$200).~~

~~(b) The fee for an in-ground swimming pool shall be nine hundred dollars (\$900).~~

~~(c) The fee for a fence as part of a pool enclosure shall be ninety dollars (\$90).~~

~~(12)(13)~~-Lead abatement.

~~(a) The fee for a permit for lead abatement work shall be one hundred fifty dollars (\$150).~~

~~(b) The fee for a lead abatement clearance certificate shall be fifty dollars (\$50).~~

~~(14)~~ Storage tanks, installation and removal per tank.

~~(a) Tanks unregulated as per DCA Bulletin 95-1B or its successor: one hundred fifty dollars (\$150).~~

~~(b) Regulated tanks as per DCA Bulletin 95-1D or its successor: one thousand five hundred dollars (\$1,500).~~

~~(13)~~ Solar equipment, photovoltaic systems.

~~(a) Residential (R3 & R5) systems shall be three hundred dollars (\$300)~~

~~(b) Commercial systems shall be priced per section A(2) of the fee schedule.~~

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B. The plumbing subcode fees shall be as follows:

(1) All plumbing fixtures, stacks and vents, including but not limited to all sinks, urinals, water closets, bathtubs, fountains, dishwashers, garbage disposals, clothes washers, floor drains, roof drains including roof leaders, or similar devices: thirty-five dollars (\$35) per fixture; minimum fee of one hundred dollars (\$100).

(2) Special devices, grease traps, oil, sewage ejectors, separators, water-cooled air-conditioning, utility service connections (sewer or water), not limited to sump pump, water softener, ~~gas pipe~~, waterlines: two hundred dollars (\$200) for first unit; ~~ninety dollars (\$90)~~ one hundred dollars (\$100) for each additional unit.

(a) Sewer capping, water line capping two hundred dollars (\$200) each.

(b) Condensate pumps A/C: Thirty-five dollars (\$35).

(c) Backwash discharge & pool heaters, all pools: one hundred twenty-five dollars (\$125).

(3) Boilers, furnaces: and hot air furnace replacements including AC condenser unit replacements in the same location and of the same fuel type: for R3 & R5 two hundred dollars (\$200) per unit; for all other use groups two hundred twenty-five dollars (\$225) per unit; steam or hot water boiler: need backflow preventer to be calculated separately.

(a) Unit heaters one hundred fifty dollars (\$150).

(b) Hot air furnace with A/C (New, or relocated within the structure) two hundred dollars (\$200).

(c) Gas pipe / air test, ~~six (6) months shut off only ninety one hundred dollars (\$100)~~ \$90

(4) Hot water heaters:

(a) One hundred Ninety dollars (\$100) ~~\$90~~ per unit for Use Groups R-3 or R-5.

(b) One hundred twenty-five (\$125) dollars for all other use groups.

(5) Backflow and pressure-reducing devices:

(a) Backflow preventer for residential home only: thirty-five dollars (\$35).

(b) Industrial backflow preventer: one hundred ninety dollars (\$100). ~~\$90~~

(c) Backflow preventer lawn sprinkler: one hundred ninety dollars (\$100). ~~\$90~~

(d) Backflow preventer yearly test: one hundred dollars (\$100).

(6) Oil tank piping, one gallon to 550 gallons: one hundred dollars (\$100).

(a) Oil tank piping for tanks above 550 gallons: one hundred fifty dollars (\$150).

(b) Oil storage tank with double wall containment: one hundred fifty dollars (\$150).

(7) For any device/fixture not listed above the fee shall be thirty-five dollars (\$35) per fixture.

C. Mechanical Subcode Fees shall be as follows:

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The following fees shall only apply to existing R-3 and R-5 dwelling. New Construction, Additions and all other Use Groups do not apply to the subsection. Mechanical shall be submitted in lieu of Plumbing & Fire.

- (a) Boilers, Furnaces & HVAC: two hundred dollars (\$200)
- (b) Generators: two hundred ~~forty~~ dollars (\$200) ~~\$250~~
- (c) Water Heaters: one hundred ninety dollars (\$100). ~~\$90~~
- (d) Gas Piping: ~~two hundred dollars (\$200) for first unit, ninety one hundred dollars (\$100) \$90~~ for each additional unit.
- (e) Fireplace: two hundred dollars (\$200)
- (f) Fuel Oil Piping: one hundred ninety dollars (\$100). ~~\$90~~
- (g) Chimney Liners: one hundred dollars (\$100)
- (h) Minimum Plumbing Fee: one hundred dollars (\$100)
- (i) For any device/fixture not listed above the fee shall be one hundred dollars (\$100) per fixture.

D. The electrical subcode fees shall be as follows:

(1) Receptacles and fixtures including smoke detectors, heat detectors, intercom devices, and burglar alarms.

- (a) One (1) to fifty (50): one hundred dollars (\$100).
- (b) Each additional twenty-five (25) fixtures: fifty dollars (\$50)
- (c) Parking lot light standards, each: seventy-five dollars (\$75)

(2) Motors and electrical devices.

<b>Horsepower</b>	<b>Fee</b>
One half (1/2) to ten (10)	fifty dollars (\$50)
Ten and one-tenth (10.1) to twenty-five (25)	ninety dollars (\$90)
Twenty-five and one-tenth (25.1) to fifty (50)	one hundred fifty dollars (\$150)
Fifty and one-tenth (50.1) to seventy-five (75)	one hundred seventy-five dollars (\$175)
Seventy-five one-tenth (75.1) to one hundred (100)	two hundred fifty dollars (\$250)
One hundred one tenth (100.1) and larger	five hundred dollars (\$ 500)

(3) Transformers and generators.

<b>Kilowatts</b>	<b>Fee</b>
One (1) to ten (10)	one hundred dollars (\$100)
Ten and one-tenth (10.1) to fifty (50)	one hundred twenty-five dollars (\$125)
Fifty and one-tenth (50.1) to one hundred twelve and a half (112.5)	two hundred dollars (\$200)
One hundred twelve and six-tenths (112.6) and larger	five hundred dollars (\$500)

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(4) Service equipment, including service panel, service entrance, sub-panel, automatic transfer switches and disconnects.

Amperes	Fee
Zero (0) to one forty-nine & nine tenths (149.9)	one hundred dollars (\$100)
One hundred fifty (150) to two hundred ninety-nine (299)	one hundred fifty dollars (\$150)
Three hundred (300) to four hundred fifty (450)	three hundred dollars (\$300)
Four hundred fifty-one (451) to six hundred forty-nine (649)	four hundred dollars (\$400)
Six hundred fifty (650) and larger	one thousand dollars (\$1,000)

(5) Other electrical items including gas-pipe bonding: ninety dollars (\$90)

(6) Minimum electrical permit fee (including permit updates): one hundred dollars (\$100)

(7) Low-voltage service equipment.

(a) Low voltage fees:

[1] Alarms, R-3 & R-5 Use Groups: one hundred dollars (\$100)

[2] Alarms all other use groups: two hundred dollars (\$200) up to 25 contacts; additional contacts shall be charged out at a rate of one hundred dollars (\$100) for each additional 25 contacts or fraction thereof.

[3] Data: 1 to 50: two hundred dollars (\$200); each additional 25 connections or fraction thereof: one hundred dollars (\$100).

[4] Telephone: 1 to 50: one hundred fifty dollars (\$150); each additional 25 connections or fraction thereof: one hundred dollars (\$100).

(8) High Voltage Service-minimum fee: one thousand five hundred dollars (\$ 1,500) dollars.

(9) Swimming pools.

(a) Permit fee:

[1] Above-ground: one hundred twenty-five dollars (\$125)-

[2] In-ground: five hundred dollars (\$500).

(b) Pumps, bonding, convenience outlets, lights, sweepers and other accessories: At the rates set forth in other section of this ordinance or at published rates. For in ground pool the fee shall be one hundred fifty dollars (\$150).

(c) Annual inspection fee. All pools other than private pools, which are accessory to one- and two-family homes, are subject to an annual electrical inspection. The fee shall be three hundred dollars (\$300).

(d) Pool bonding certification for in-ground public pools shall be one hundred twenty-five dollars (\$125).

(10) Solar equipment. Photovoltaic Systems. (System pricing will include the entire system back to the disconnect switch)

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- (a) Residential (R3 & R5) systems shall be seven hundred dollars (\$700)
- (b) Commercial systems shall be fifteen hundred dollars (\$1,500)

(a) Photovoltaic Systems

Kilowatts	Fee
1 to 50	one hundred dollars (\$100)
51 to 100	two hundred dollars (\$200)
Greater than 100	five hundred dollars (\$500)

(b) Solar Systems (backfeed breakers shall be listed as a subpanel).

Amperes	Fee
Zero (0) to one hundred (100)	fifty dollars (\$50)
One hundred one (101) to two hundred (200)	seventy five dollars (\$75)
Two hundred one (201) to one thousand (1000)	one hundred seventy five dollars (\$175)
Greater than one thousand (1000)	two hundred fifty dollars (\$250)

(c) Photovoltaic Modules and Inverters

First forty (40) panels	one hundred fifty dollars (\$150)
Forty one (41) panels to one hundred (100) panels	two hundred twenty five dollars (\$225)
One hundred one (101) to two hundred (200) panels	three hundred dollars (\$300)
Greater than two hundred (200) panels	four hundred fifty dollars (\$450)

- (11) For any device/fixture not listed above the fee shall be ninety dollars (\$90) per fixture.

E. The Fire Subcode Fees shall be as follows:

- (1) Sprinklers, wet and dry, based upon the number of heads being installed:

Number of Heads	Fee
1 to 20	\$ 300
21 to 100	\$ 400
101 to 200	\$ 600
201 to 400	\$ 900
401 to 1,000	\$1,400
Over 1,000	\$1,600

- (2) Smoke and heat detectors, horns, strobes, bells, tempers, pull stations, water flow alarms and similar devices, all use groups.

(a) One (1) to eight (8): \$100

(b) Each additional eight (8): \$40

- (3) Pre-engineered systems:

(a) CO2 suppression: two-hundred dollars (\$200)

(b) Halon suppression: two hundred dollars (\$200)

(c) Foam suppression: two hundred dollars (\$200)

(d) Dry chemicals: two hundred dollars (\$200)

(e) Wet chemicals: two hundred dollars (\$200)

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- (4) Standpipe: three hundred dollars (\$300)
- (5) Kitchen hood exhaust systems: one hundred dollars (\$100) for Use Groups R-3 or R-5, three hundred (\$300) dollars for all other use groups.
- (6) Incinerators: five hundred dollars (\$500)
- (7) Crematoriums: one thousand dollars (\$1,000)
- (8) Gas or oil-filled appliances: one hundred dollars (\$100)
- (9) Exit and emergency lights including exit discharge lights:
  - (a) One (1) to five (5): one hundred dollars (\$100)
  - (b) Each additional five (5): fifty dollars (\$50)
- (10) The fee for each standalone sprinkler system water main shall be two hundred dollars (\$200)
- (11) Storage tanks, installation and removal per tank. Tank installations:
  - (a) Unregulated tanks as per DCA Bulletin 95-1B or its successor: one hundred fifty dollars (\$150).
  - (b) Regulated tanks as per DCA Bulletin 95-1D or its successor: one thousand five hundred dollars (\$1,500).
  - (c) Emergency shut off device and gasoline dispensers one hundred fifty dollars (\$150) per device.
- ~~(12) Solar Pathways: \$125 for R-3 and R-5. All other use groups \$250.~~
- ~~(13) (12) For any device/fixture not listed above the fee shall be one hundred dollars (\$100) per fixture.~~
- (13) The minimum fee for fire subcode is one hundred dollars (\$100)

F. General provisions.

- (1) Receipt of a fully completed application for a permit, signed by the applicant, is a prerequisite for conducting inspections and issuing permits.
- ~~(2) (4)-An authorized representative of the applicant, as well as the licensed contractor's representative (all subcodes) shall be present at the work site for each inspection to be made.~~
- ~~(3) (5)-The estimated cost (value) of work for any subcode shall include all costs associated with the project, (NJAC 5:23-2.14) the costs shall include all labor, materials and contractor's profit. The amounts entered on the permit application forms are subject to review by the Construction Official, who may approve or modify them as necessary using the latest addition of the Means Cost Data Guide. A copy of the contract, contractor's proposal or an estimate submitted by a New Jersey licensed design professional or licensed contractor is required.~~

G. Waiver of enforcing fees for the following:

- (1) Construction performed by or on behalf of the Township of Cranford or

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Borough of Garwood.

(2) Construction to a public building owned by the County of Union, Cranford Board of Education or Garwood Board of Education.

(3) During and for 90-days following any declared State of Emergency (whether local, state or federal) covering the subject property, the fees set forth in subsections B(3), B(4), and D(4) shall be waived.

~~H. Department will pass along any additional charges assessed with processing payments which may include bank charges.~~

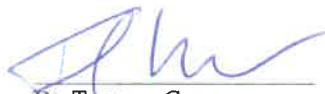
**SECTION 2.** Unless otherwise set forth herein, all other fees and terms set forth in Chapter 186 Construction Codes, Uniform shall be and remain unchanged.

**SECTION 3.** Any ordinances or parts of ordinances inconsistent herewith are hereby repealed to the extent of such inconsistency.

**SECTION 4.** Upon final passage and publication, this ordinance shall become effective immediately as required by law.

Introduced: December 2, 2025

Adopted: December 16, 2025



Dr. Terrence Curran  
Chair, Township Committee

ATTEST:



Patricia Donahue, RMC  
Township Clerk

RECORDED VOTE	INTRODUCED	ADOPTED
Terrence Curran	Aye	Aye
Paul A. Gallo	Aye	Aye
Brian Andrews	Absent	Aye
Kathleen Miller Prunty	Aye	Absent
Gina Black	Aye	Aye

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