



TOWNSHIP OF HILLSBOROUGH

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News Release

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FOR IMMEDIATE RELEASE
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Hillsborough's Building Department Introduces: The Builder's Corner *Quarterly Informational Segments*

Staying in line with his promise to enhance communication when he was selected as Mayor for the Township, Doug Tomson introduced a new quarterly segment Tuesday evening at the Township Committee meeting to further develop communication channels between the Township and the public.

"I am proud to introduce a new concept from our Building Department; the Builder's Corner will be issued on a quarterly basis highlighting an information topic each time. It is our intention to assist those individuals who call upon the Department for information," stated Mayor Doug Tomson.

"The first segment is explaining the process that permits have on real estate transactions," added Mayor Tomson.



Thinking about selling or buying a home? There are many activities that lead into the successful sale or purchase of a home or piece of real estate.

As a seller, you get your house ready to be listed. If you are a buyer, you establish a list, based on your personal needs, of must have and nice to have. You feel confident you're ready. Let the process begin! Sounds great....but are you really prepared?

One of the most important elements in preparing for a real estate transaction process is often overlooked and can be the cause of unnecessary stress and delays. Permits!

Open permits (permits obtained but the inspection process has not been completed) as well as work performed without required permits are the two main obstacles that can delay or even prevent a

successful real estate transaction from happening. Keep in mind, the Hillsborough Township does not require Certificate of Occupancy inspections on the resale of a residential property.

Avoid these potential surprises by adding a call or visit to the Hillsborough Township Building Department to your to-do list:

FOR SELLERS

Schedule inspections for all open permits on your property. If you are unsure if you have open permits, call the Building Department and they will be happy to check the Township's records and inform you of any open permits listed for your property. (Please note, permits are property specific and the obligation to satisfactorily close all open permits rests with the current owner of record.)

If you are unsure if permits were required for work previously completed or for work you are planning, it is recommended that you either call the Building Department or visit the Hillsborough Township web site, www.hillsborough-nj.org where information on required permits can be found by choosing Building under the Department banner and then by entering the Frequently Asked Questions section on that page.

If permits are required, the staff of the Building Department can guide you in completing the appropriate applications. We also have prepared handouts to cover certain types of projects which require more detailed information.

FOR BUYERS

To determine if any open permits exist on a property of interest or to check if a permit may have been required and was issued for specific work known to have been completed on the property, the first step is to obtain and complete an Open Public Records Act (OPRA) request form from the Township Clerk's office. This form is also available on line through the Hillsborough Township web site and can be found by choosing forms under the eGov banner. Once the form has been completed, it must be returned to the Clerk's office for processing in order to begin the requested search.

For additional information, contact the Hillsborough Township Building Department at 908-369-4313, ext. 164, 165, 166 or 204. The hours for the Building Department are M-F from 8:00 AM to 4:30 PM. As an added convenience, there are extended hours on Tuesday evenings and are open to 7:00PM.

“Due diligence is the key to a successful transaction so this will hopefully help those individuals,” concluded the Mayor.
