



Township of Parsippany- Troy Hills Building Department

Address: 1001 Parsippany Blvd. Parsippany, NJ 07054

Business Phone: (973) 263-4366

Business Fax: (973) 263-1488



Construction Permit Portal Information

Application ID: _____

Permit Number: _____

Step 1: One of the following is required:

- Application ID (Preferred)
 - This may also be referenced as a *Control Number*
 - This number is available after the permit application has been entered into the system and will always start with the year (Ex. 2023-#####, or 2024-#####, etc.)
- Permit Number (Once Issued)
 - This will be assigned when the Application has been approved and paid for. This number will also cover multiple applications or updates for one project. This will also always start with the year. (Ex. 23-CP-#####, 24-CP-#####)
- Block / Lot
 - When using this option, you may need to search a few different ways
 - Block 420 Lot 1 may also be entered in as Block 420 Lot 01
- Street Address
 - When using this option, you may need to search a few different ways
 - When using a direction, it may be entered in different ways so ensure that you try all options. (Ex. North Beverwyck, or N Beverwyck, or No Beverwyck)
 - Two separate fields in portal. One field is for the numeric and the other field is for the street name
 - To assist with a search, use % in the Street Name field (Ex. N%Beverwyck will show anything with the numeric that you entered on North Beverwyck Road, no matter how it was entered into the system)
 - *Do not include the street type (Street, Way, Circle, Etc.)*


Step 2: Follow the link below to obtain access to the portal

- <https://parsippanynj.portal.fasttrackgov.com/>

Step 3: Click on “Search our Construction Permit Database”

Construction

Search our Construction Permit database You may search through our permit database by business name, owner name, location, and/or contractor.



Construction permits are required for many home improvement projects. All structural or system changes require permits prior to work commencing and require inspections during and upon completion of the work.

Step 4: Enter the desired information to search the system (any option from Step 1) and click on “Search”

Review Submitted Permit Documents

Use the search function to inquire on submitted Permit Documents. If you know the Application ID of the request or the Violation ID of a related Violation, you may also enter that ID. Otherwise, select/enter what you know and press 'Search'.

Permit Type: Open, Closed or All:

Application Date within: Application ID or Permit Number:

Business Name: Violation ID:

Owner Name: Contractor/Agent:

Street Number: Street Name:

Enter ONLY the street name (without directional prefixes/suffixes or types)

City: Block/Lot/Qualifier:

Postal Code:

Step 5: Varies by information searched by:

- Application Number – Click on the ID
- Permit Number – Click on the applicable Application ID (if there are multiple associated with the permit. This may be the case if there was an update to the original permit submitted)
- Street Address or Block / Lot – In the list, search for the applicable Application ID

Search Results

There is more than one permit record matching your criteria. Select one to continue:

Application ID	Permit Type	Sub Type	Work Description	Site Address
1534	Construction Permit		Three (3) Ballasts	1001 PARSIPP,
2200	Construction Permit		*	1069 PARSIPP,
2464	Construction Permit		HVAC System	1001 PARSIPP,
2950	Construction Permit		Floodlights	1001 PARSIPP,
26065	Construction Permit	B E F P	Rip/reroof	1001 PARSIPP,
107946	Construction Permit	E	Town Hall, Replace Meter Socket	1001 Parsippa
112442	Construction Permit	F	Removal Diesel Fuel Tank For Emergency Generator	1001 Parsippa
63379	Construction Permit	E F	Town Hall, Fire Alarm Control Panel	1001 Parsippa
64162	Construction Permit	P	Annual Backflow Inspection	1001 Parsippa
68752	Construction Permit	E P	Township of Parsippany Town Hall; Replace Chiller	1001 Parsippa
69866	Construction Permit	E F P	Two (2) Gas Boilers & Backflow Preventers	1001 Parsippa

Step 6: View Application information

- The information held in this section is broken out into multiple sections which include:
 - Work Site – Information about the property where the work is being completed which includes address, block / lot, etc.
 - Permit Info – Information relating to the scope of work that the permit covers
 - Contact Info – Information relating to the main point of contact for the project
 - Contractor – Information on the primary contractor
 - Plan Reviews – Information on all Subcodes that are required for the project. This section will include all technical sections, descriptions of technical sections, current status, date of last modification.
 - Inspections – List of all scheduled and completed inspections with any inspection notes from the Inspector (if applicable)
 - Violations – Any violations that were assessed against the application
 - Updates – Any updates that are tied to the application. This will only show on the main application, not the updates

Please note, no actual contact information will be made available through the portal.

If you have any questions after reviewing your application, permit, or inspections, please contact us through email at constructiondivision@parsippany.net or call us at 973-263-4366.