

Photo Requirements

Project Intake — Photo Checklist

Photos help define project scope and reduce the need for a site visit. Use this checklist to capture what's needed before submitting.

Exterior

- Full front of house (from street)
- Full rear of house
- Side(s) where work occurs
- Existing deck or structure (if applicable)

Interior

- Each room involved — wide angle from doorway
- Each wall — one photo per wall
- Ceiling view (for structural reference)
- Staircase (if in scope)

Detail Photos

- Structural areas: beams, posts, columns
- Deck ledger connection to house
- Foundation area (if basement work)
- Electrical panel (if basement or renovation)

Optional (Highly Recommended)

- 30–60 second walkthrough video of the space

- Video of exterior: walk around the house

Tip: More photos are always better. Photos reduce back-and-forth and help produce more accurate drawings.

Sketch Template

Draw your room or deck shape below — no drafting skills required

Your sketch does NOT need to be perfect — just readable. Follow these steps:

- Draw the room or deck outline (approximate shape is fine)
- Label each wall with its dimension
- Mark door and window locations
- Indicate what is changing, adding, or removing
- Note 'approx' if you're estimating a dimension



Project Address

Project Type

Room / Area Name

Send completed sketch + photos to: info@njpermitplans.com or upload via the link provided after form submission.
