



CITY OF JERSEY CITY



BUSINESS CONNECT

**YOUR GUIDE TO STARTING A BUSINESS
OR PROJECT IN JERSEY CITY**



Business Connect: Your Guide To Starting A Business or Project In Jersey City

Jersey City Welcomes Your Investment



Thank you for choosing to expand, move, or start your business in Jersey City! Your investment in our city speaks volumes of the potential growth that exists here. Welcome!

This guide will assist you, the small business or building owner, to familiarize yourselves with, and thereby expediting, the process you'll need to follow to obtain the proper building permits which will lead to the City issuing a Certificate of Occupancy (CO).

By clearly spelling out the steps necessary for State Code Compliance, it is our hope you will experience less confusion and avoid unnecessary delays. This page will guide you through the process of obtaining building permits; however, if you ever require assistance throughout any phase of your project or difficulty receiving your CO, please feel free to contact Senior Project Manager, Jorge Dones, at 201-547-5103. The City wants to make your process run as smoothly as possible.

Read this page and familiarize yourself with all the requirements needed to obtain a CO. Only then can you determine which section(s) pertain to your project or business. You'll then be prepared to meet all requirements.

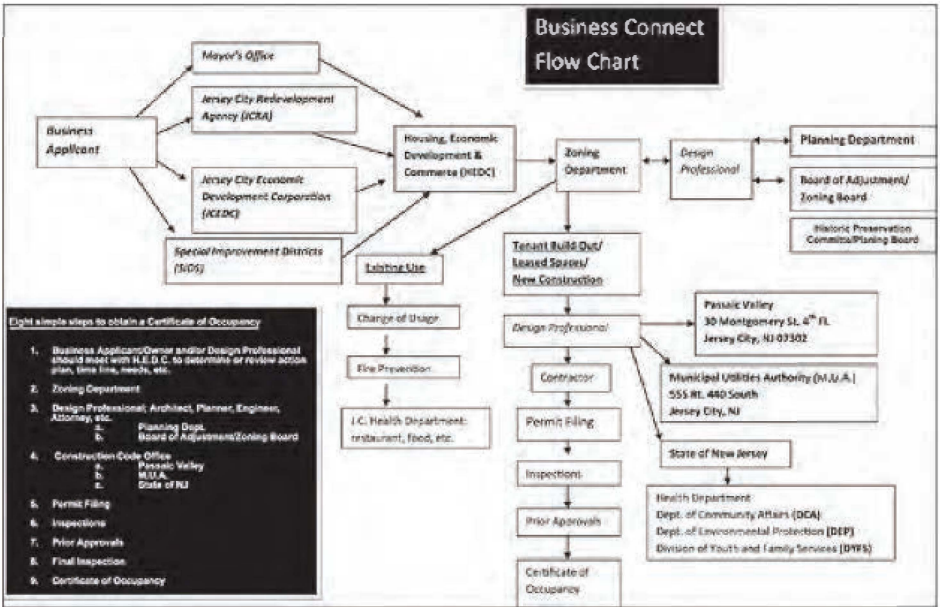
Remember the City of Jersey City is here to help you.

About The Jersey City Department Of Housing, Economic Development & Commerce

The Department of Housing, Economic Development and Commerce (HEDC) is a diverse group of planners, officials, managers, inspectors, and support staff. HEDC's purpose is to protect and further the public welfare by planning and overseeing the orderly growth and development of Jersey City's residential, commercial, non-profit, and industrial sectors. We do this by coordinating with other agencies and through comprehensive planning, regulation of land use, permitting, code enforcement, and disbursement of state and federal grant funds.

Public welfare and quality of life also fall under HEDC's purview. We regularly supporting social services providers and staffing boards while enforcing building and housing codes, rent and tenant laws, and issuing business licenses. (All of which are state required.)

Remember the City of Jersey City is here to help you. [Download Flowchart & Applications here.](#)



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Who's Who at HEDC:

Marcos Vigil, Director of HEDC

201-547-5070

Jorge Dones, HEDC Senior Project Manager

201-547-5103

Division & Autonomous Agencies' Directors & Phone Numbers:

City of Jersey City	General Number	201-547-5000
Division of Zoning	Nick Taylor	201-547-4452
Office of The Construction Code Official	Ray Meyer	201-547-6898
Division of Planning	Annisia Cialone	201-547-5050
Director of Fire Department	James Shea	201-547-4239
Deputy Fire Official	Dennise Nuben	201-547-4239
Municipal Utilities Authority, Executive Director	Jeremy Farrell	201-432-1150
Parking Authority, Chief Executive Officer	Mary F. Paretti	201-653-6969

State Agencies:

DCA Code Assistance	609-984-7609
DCA Regulatory Affairs	609-984-7768

Jersey City's Urban Enterprise Zone Program (UEZ)

The Jersey City Economic Development Corporation's Urban Enterprise Zone Program welcomes you and you will find that Jersey City is an extraordinarily business-friendly community! We at the UEZ are here to assist you in locating your business and helping it thrive.

The Jersey City UEZ Program is one of the largest and most productive UEZ programs in New Jersey. We offer member businesses a number of tax and financial incentives that help them grow, thereby stimulating the local economy. Certified UEZ member businesses may:

- Sell certain goods at 3.3125% sales tax - half the normal NJ Tax Rate
- Purchase construction materials and other tangible property tax free

- Be eligible for a corporate tax credit up to \$1,500 for each new hire or up to 8% Corporate Business Tax Credit on qualified investments.
- Subsidized unemployment insurance costs for employees earning less than \$4,000/quarter.

One-third of Jersey City has been designated as an Urban Enterprise Zone.

Please contact our office to verify that your location is within one of the three Urban Enterprise Zones and learn what is required for becoming a certified UEZ business member. Contact Florence Baron at 201-333-7797 and/or email fbaron@jcedc.org.

1. Overview For New Businesses

Having found and secured a desirable Jersey City location, you are now ready to begin improvements on your new commercial space. Here are five important steps to remember:

First, visit the Zoning Department and make sure the area you've chosen for your business is zoned for that business. Immediately notify the Jersey City Department of Housing, Economic Development, & Commerce about your project. The City welcomes your investment and is here to help. The "Go-to-Per-son" for any questions or concerns you may have during this process will be our



Senior Project Manager, Jorge Dones at 201-547-5103.

Plan and Budget Carefully. Depending on whether your project is renovating existing construction or new construction, it can take anywhere from several weeks to several months before you are officially open for business. Thoroughly discuss a reasonable timeline with your contractor and landlord so you can plan and budget accordingly. Unforeseen delays do happen and should be taken into account at the beginning of any project

Hire Only Licensed, Registered Contractors. By State Statute your contractor must be licensed by the state of New Jersey and you or your contractor must obtain all the permits required for the job. These requirements are in place to protect you. Remember – cutting corners at the beginning by hiring an unlicensed contractor will most likely run you into higher costs later on. For more information, check out <http://www.state.nj.us/lps/ca/HIC/>

Obtain Copies of All Permits for Your Records. For various reasons, the contractor you hire to start the job may not necessarily be the one who finishes it. It is your responsibility as the business owner to obtain copies of all permits as they are issued. You are well within your rights to require your contractor to give you copies of all permits issued.

Ask Questions and Always Follow Up. We realize this may be the first time you have made a capital investment in Jersey City. Use this reference guide to help you navigate through the process. Don't be afraid to ask your contractor or the City questions and **always document concerns in writing**. Remember, contractors work for you and City officials are here to help you at any time.

Remember - we want to see you open for business sooner rather than later.

2. When Do You Need A Construction Code Permit?



Changes to properties and structures, including both new construction and renovations or remodeling, all require permits under the Code of the State of New Jersey.

Here are specific guidelines and examples to help you determine whether you will need permits for planned electrical, plumbing, or structural work on your property.

WHETHER YOU HIRE A CONTRACTOR OR DO THE WORK YOURSELF, IT IS YOUR RESPONSIBILITY TO ASSURE ALL PROPER PERMITS ARE OBTAINED AND THE WORK IS DONE TO CODE REQUIREMENTS.

The following is work that requires a permit:

All new building construction

Construction of any additions made to existing property

Any alterations made to existing property

Hazardous locations

Any reconstruction done at an existing property

Any structural repairs and/or modifications made to existing property

The installation of fire alarm systems The installation of sprinkler systems

The installation of any Hood and Suppression systems

Any work done to renovate a space to meet the code requirement for a Day
Care

Any demolition work

Constructing a deck.

Still not clear? Call us at **201-547-6898**.

The Jersey City Office of the Construction Code Official makes the review and approval process of permits and forms as brief and convenient as possible. Please do your part by having the necessary information when applying for the proper permit. If you need any further information or assistance, don't hesitate to call the Jersey City Building Department with any questions at **201-547-6898**.

3. Office Of The Construction Code Official

The Office of the Construction Code Official is where you obtain Construction Code Permits:

Ray Meyer, Construction Code Official

Office of Construction Code Official

30 Montgomery Street, 4th floor, RM 412

Jersey City, New Jersey 07302

Office hours are from 9:00 a.m. to 4:30 p.m. on Mondays and Fridays, and are from 9:00 a.m. to 7:00 p.m. on Tuesdays, Wednesdays, and Thursdays.

4. Dealing With The Construction Code Division

The purpose of this guide is to expedite the review and inspection process for new projects and expanding businesses within the City of Jersey City.

The key individual involved in this process is Ray Meyer, Construction Code Official.

Problems reported to any individuals, agencies, or departments concerning

Problems reported to any individuals, agencies, or departments concerning applications or inspections within the City of Jersey City should be reported directly to Ray Meyer at 201-547-6898 or by e-mailing Raymondm@cnj.org.

How the Construction Code Application helps your business venture:

Register your intentions with HEDC

Assign a project manager to coordinate activities

Set up a preliminary meeting with Office of the Construction Code Official to go over requirements necessary for your project

Process and review all plans and permits within two (2) Business Days

Process and review application denials or set-up a meeting with you or your contractors, engineers, or architect

Conduct inspections (scheduled by your project manager) within two (2) Business Days

Conduct re-inspections within two (2) Business Days

Process and issue Temporary or Permanent Certificate of Occupancy within three (3) Business Days

Note: Special standards and reviews apply to properties within a historic area, which occupy an historic site, or which are designed as landmarks.

For further information, please call 201-547-5050

5. Division of Zoning - Overview

It is recommended that you contact the Zoning Division for use and occupancy requirements. The Division of Zoning phone number is 201-547-6564.

You also need to contact the Zoning Department after you meet with HEDC to see if there are any other requirements you may need from the Office of Historic Preservation.

Redevelopment areas and projects requiring Site Plan Approvals, Variances, and Flood Elevations are handled through the Planning Division. Inquiries may be made at: <http://www.cityofjerseycity.com/hedc.aspx?id=1170>

Additionally, if you are hiring a contractor, you should confirm that this individual is in good standing with and has the required State of New Jersey license for his or her specialty, such as plumbing, electrical, etc.

6. How To Obtain A Sign Permit From The Zoning Division:

Complete a building permit application

Submit three (3) sets of drawings of the planned signage

Drawings should include:

- a. Proposed location of sign on a site plan
- b. Blueprint drawing which shows actual sign dimensions, including sign height, width, and font colors
- c. If there is an existing sign, please provide a picture
- d. Accurate computer rendering of what the sign will look like on the building façade, complete with the sign's total square footage. Your sign company should be able to help you with this. Remember, both before (building without sign) and after (building with sign) pictures or drawings are required to be submitted
- e. Sign cannot exceed 20 square feet
- f. All signs require Zoning Division approval.

7. Prior Approvals

Based upon your meeting with the Office of the Construction Code Official, prior approvals will be discussed and identified. With the exception of minor work, certain prior approvals may be required. These include, but are not limited to, the following:

Prior to undertaking a project the Zoning Office should be contacted first to ensure it complies with Zoning regulations and other prior approvals. Their phone number is 201-547-6564

If the work planned is **disturbing soil in excess of 5000 square feet**, you must file a plan with Soil Erosion and Sediment Control at <http://www.nj.gov/agriculture/divisions/anr/nrc/njdep.html>
The MUA also issues approvals for water, sprinkler, and sewer connections and is located at 555 Route 440. Their number is 201-432-1150



Approvals for food establishments, restaurants, or beauty shops are obtained through the Jersey City Health Department, at 201-547-6800

For life hazard use groups and high rises or permits for the use of torches to replace or repair roofs, you will need to contact Jersey City Fire Department, at 465 Luis Munoz Marin Boulevard. Their number is 201-547-4256

The Passaic Valley Sewerage Commission also must review plans for additions and new construction. They will determine any plan adjustments needed as well as fees required. Their number is 973-817-5706

Jurisdiction over construction or renovation in historic districts or the demolition of buildings 100 years old or more in age falls under the purview of Historic Preservation. Their office can be contacted at 201-547-4312

The State of New Jersey reviews all projects involving school, hospital, MRI, CAT Scan, and Adult Medical Day Care facilities

Footing and Foundation permits are issued provided there is Zoning approval, a soil investigation report, and soil erosion approval for excavation of more than 5000 square feet of dirt. Two (2) copies of the footing and foundation plan and a pre-site survey are required for submission

8. Notes To Building And/Or Business Owners

Contractors are not required to be listed on the permit documents for filing Contractor performance is a contractual issue. This office does mediate contract disputes. Our responsibility is to verify code compliance. This office **DOES NOT AND CANNOT** recommend contractors

The City of Jersey City, as with other communities within the State, has no modifications to the adopted State codes

Application forms may be obtained from the state website, <http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html>.

9. Frequently Asked Questions

Why do I need to obtain a permit?

A. New Jersey State Law requires it. A permit is required to construct or rehabilitate a structure.

What kind of renovation/construction job requires a permit?

A. Please refer to the Building Permit section earlier in this document. Generally, a building permit is needed for any work beyond cosmetic maintenance (i.e. painting). When in doubt, please call the Building Department at 201-547-5055.

Who is required to obtain the permit if I hired a contractor?

A. Your contractor may obtain all the permits you need, but as the owner, you ARE RESPONSIBLE to verify all permits need have been issued for the property.

When is a sprinkler system required?

A. The need for a sprinkler system is required based upon the plans provided by your architect, engineer, or draftsman. Those plans should be in accordance with Chapter 9 on NJIBC 2009 and the appropriate Section of the NJ rehabilitation sub-code NJAC5:23.

Do I need to be present for an inspection?

A. No, any person with knowledge of work performed at the construction location and with the ability to convey information back to the contractor can be present.

I have concerns about my contractor. Who can I call for help?

A. Contact the Better Business Bureau, Federal Trade Commission. You may also research your contractor's license with the State of New Jersey at <http://www.state.nj.us/lps/ca/HIC/>. Document all problems with your contractor in writing.

What if I am moving my business into a site which formerly housed a similar business, such as a restaurant? Do I still need to have it gutted and updated?

A. No. Not as long as the current space has a C.O.

I have concerns about a City inspector. Who can I go to for help?

A. Notify the HEDC Senior Project Manager immediately of the concern at 201-547-4941.

I want to install a new storefront sign. Do I really need a permit?

A. Yes. Installing a sign that conforms to City Code will save you time, money, and avoid a hefty fine.

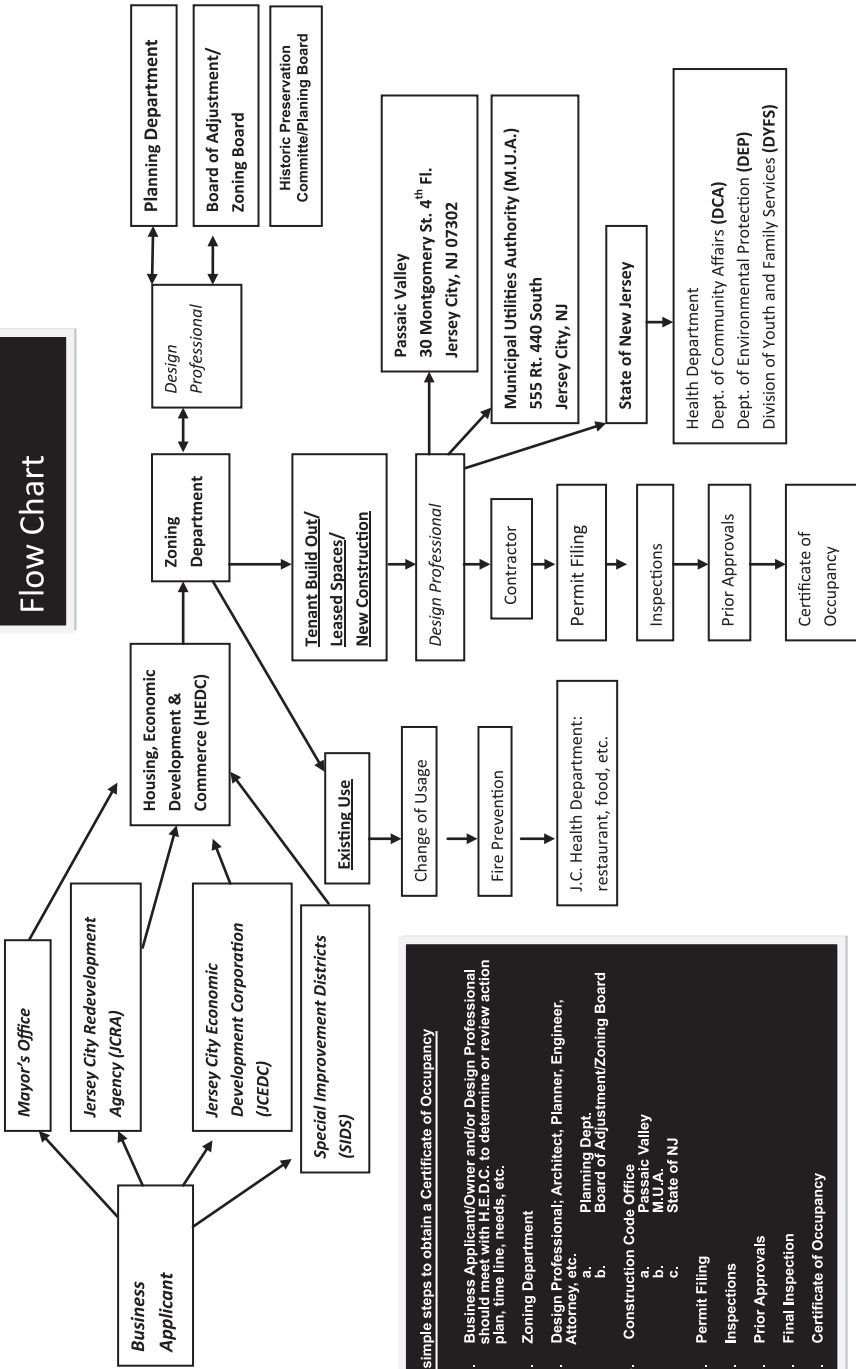
When the project is complete, how many inspections are required before getting a Certificate of Occupancy?

A. You will need inspections for all those areas for which a permit was taken, and these inspections are necessary to receive your CO. You must obtain all Final Inspection Stickers before receiving your CO.

Prior to applying for a Certificate of Occupancy, a Temporary CO, or a Certificate of Continued Occupancy, what must I be sure to have?

A. All required inspections must be completed and approved. A Temporary CO still must be signed by all inspectors. All life safety requirements must be completed and approved. The application for a Certificate of Occupancy must be signed and approved by the Zoning Division.

Business Connect Flow Chart



- Eight simple steps to obtain a Certificate of Occupancy**
1. Business Applicant/Owner and/or Design Professional should meet with H.E.D.C. to determine or review action plan, time line, needs, etc.
 2. Zoning Department
 3. Design Professional; Architect, Planner, Engineer, Attorney, etc.
 - a. Planning Dept.
 - b. Board of Adjustment/Zoning Board
 4. Construction Code Office
 - a. Passaic Valley
 - b. M.U.A.
 - c. State of NJ
 5. Permit Filing
 6. Inspections
 7. Prior Approvals
 8. Final Inspection
 9. Certificate of Occupancy



APPLICATION FOR CERTIFICATE

Date Received: _____
Date Permit Issued: _____
Control #: _____
Permit #: _____
Date Issued: _____

CERTIFICATE PRE-PAYMENT FEE: \$ _____ CK#: _____

DATE PAID: _____

IDENTIFICATION

Block: _____ Lot: _____

Work Site Location: _____

Owner in Fee: _____

Address: _____

Tel: _____

Contractor: _____

Address: _____

Tel: (_____) _____

License No.: _____

Federal Employee No.: _____

ACTION

- CERTIFICATE OF OCCUPANCY
- CERTIFICATE OF CONTINUED OCCUPANCY
- LEAD HAZARD ABATEMENT CERTIFICATE CLEARANCE
- TEMPORARY CERTIFICATE OF OCCUPANCY

USE GROUP _____ Previous _____ Current _____

FINAL COST OF CONSTRUCTION: \$ _____

(Include value of any new structure, all on-site improvements, built-in furnishings and fixtures and all integral equipment exclusive of process of manufacturing equipment).

A set of "As Built" or amended drawings is required if the building or structure deviates from the approved plans filed with the construction permit. Use space below to describe any deviations from approved plans.

If requesting a Temporary Certificate of Occupancy or Compliance, please explain why in the space below.

DESCRIPTION OF WORK / USE: _____

FIRE RATING: _____

USE GROUP: _____

MAXIMUM OCCUPANCY: _____

MAXIMUM LIVE LOAD: _____

SPECIFIC USE: _____

I hereby attest that to the best of my knowledge, all work has been completed on, accordance with approved plans, permit and regulations. A complete items listed on a Temporary Certificate of Occupancy or Compliance will be completed by the date on the Certificate.

SIGNED: _____

Owner/Agent

OWNER

AGENT

DEBRIS RECOVERY APPLICATION FOR SUBMITTAL TO THE JERSEY CITY BUILDING DEPARTMENT

Dear Applicant:

Please be advised that the City of Jersey City has recently amended Chapter 287 of the Municipal Code, Article VI (Construction, Renovation and Demolition Debris Recovery), to conform to State-mandated solid waste and recycling requirement.

As a result, applicants of Construction, Renovation and Demolition projects (classified as cover projects) which require a building or demolition permit are required to complete and file for approval a Debris Recovery Application prior to the issuance of a permit for the above covered projects.

To ensure compliance with the above, the City of Jersey City has retained the services NMG Associates, who will review and process the application on behalf of the Jersey City Building Department.

Applications are required to submit (2) two copies of the application with original signatures to the Jersey City Building Department for approval.

Applicants must be placed in an envelope clearly marked Debris Recovery Application.

Applicants who feel the requirements noted in the application are not applicable to their project or cannot comply with the requirements must state the reason in Section #3 of the application for approval.

Applications will be reviewed for compliance. A "Notice of Compliance" or "Non-Compliance" will be provided to the applicant with a copy to the Jersey City Building Department.

Upon completion of the covered project, the owner of the entity carrying out the project must send, by certified mail, documentation demonstrating that the applicant has met the diversion requirement of the plan to: NMG Associations, 280 Baldwin Avenue, Jersey City, NJ 07306, and to the Jersey City Municipal Recycling Coordinator, Jersey City Incinerator Authority, 501 Route 440, Jersey City, NJ 07305.

Applicants are required to submit the transporter's manifest(s), noting outbound loads and destination of all materials disposed of and/or recycled prior to final inspection by the Jersey City Building Department.

Once submitted and reviewed for compliance with the diversion requirement, a "Notice of Compliance" will be provided to the owner of the covered project and the Jersey City Building Department.

Failure to comply with the above-referenced municipal code may result in a fine being issued by the appropriate enforcement entity.

If you have any questions please contact NMG Associates at 201-780-8368.

Office of the Construction Official
City of Jersey City
Phone# 201-547-5055
Fax# 201-547-5270

OWNER/CONTRACTOR
CORPORATION/LLC

OWNER INFORMATION

Company Name _____
Company Address _____
City _____ State _____ Zip
Code _____
Telephone# _____ Fax# _____

CHECK IF APPLICABLE
_____LLC _____CORPORATION

REGISTERED AGENT

CONTRACT INFORMATION

Company Name _____

Company Address _____

City _____ State _____ Zip
Code _____
Telephone# _____ Fax# _____

CHECK IF APPLICABLE
_____LLC _____CORPORATION

REGISTERED AGENT

Contact Notification Sheet/Receipt

Project Address _____.

Control # s _____

The following must be provided to assist you the customer in the notification process. The mere fact of providing a phone number is no longer acceptable since we have encountered many times there is disconnect in your services to move the process along.

As the applicant you are attesting to the fact also as the agent or owner you are providing the information to move the process either by review or inspections.

This office policy is to notify the applicant and owner of the status of the applications. This is either accomplished by direct contact with the individual, email or fax. This office will no longer accept voice mails. Upon calling a party if the phone has going into voice mail the other notifications process will take effect.

Information must be printed legibly.

Owner Name _____

If Corporation Registered agent name _____

Phone Number _____

Fax Number _____

Email _____

Applicant _____

If Corporation Registered agent name _____

Phone Number _____

Fax Number _____

Email _____

Items Submitted _____

Submitted by _____ Accepted by _____



**ELECTRICAL SUBCODE
TECHNICAL SECTION**



Date Received
Control #
Date Issued
Permit #

A. IDENTIFICATION - APPLICANT: COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, INCOMPLETE ALL AOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location: _____
 Owner in Fee: _____
 Tel: (____) _____ E-mail: _____
 Address _____ Street _____ Municipality _____ Zip Code _____
 Contractor: _____ Tel: (____) _____
 Address: _____ E-Mail: _____
 Contractor License No. or Builder Registration No. _____ Exp. Date _____
 Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____
 Federal Emp. ID No. _____ FAX: (____) _____

B. ELECTRICAL CHARACTERISTICS

Use Group Present _____ Proposed _____
 Pole / Pad # _____ Temporary Other _____
 Building Occupied as _____ Utility Co. _____
 Est. Cost of Elec. Work \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW	Date	Initial	Failure	Dates (Month/Day)	Initial
<input type="checkbox"/> No Plans Require			Failure	Failure	
<input type="checkbox"/> Partial/Under-slab Utilities Approved			Approval	Approval	
Date: _____ Approved by: _____					
<input type="checkbox"/> Electric Plans Approved					
Date: _____ Approved by: _____					
Joint Plan Review Required: _____					
<input type="checkbox"/> Bldg. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elev. Service					
SUBCODE APPROVAL for Permit					
Date: _____					
Approved by: _____					
SUBCODE APPROVAL for CERTIFICATE					
Date: _____					
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA					
Date: _____					
Approved by: _____					

C. CERTIFICATE IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application. _____
 Applicant's Signature / Contractor's Seal and Signature

Licensed Elec. Contractor Certified Landscape Irrigation Contr. Exempt Applicant

D. TECHNICAL SITE DATE

DESCRIPTION OF WORK

QTY	SIZE	ITEMS
_____	_____	Lighting Fixtures
_____	_____	Receptacles
_____	_____	Switches
_____	_____	Detectors
_____	_____	Light Poles
_____	_____	Motor - Fract. HP
_____	_____	Emergency & Exit Lights
_____	_____	Communications Points
_____	_____	Alarm Devices / F.A.C. Panel
_____	_____	TOTAL NUMBERS
_____	_____	Pool Permit / with UW Lights
_____	_____	Storable Pool / Spa / Hot Tub
_____	_____	KW Elec. Range / Receptacle
_____	_____	KW Oven / Surface Unit
_____	_____	KW Elec. Water Heater
_____	_____	KW Elec. Dryer / Receptacle
_____	_____	KW Dishwasher
_____	_____	HP Garbage Disposal
_____	_____	KW Central A/C Unit
_____	_____	HP / KW Baseboard Heat
_____	_____	KW Motors 1+ HP
_____	_____	KW Transformer / Generator
_____	_____	AMP Service
_____	_____	AMP Subpanels
_____	_____	AMP Motor Control Center
_____	_____	KW Elec. Sign / Outline Light

FEE (Office Use Only)
 \$ _____

Administrative Surcharge \$ _____
 Minimum Fee \$ _____
 State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____



FIRE PROTECTION SUBCODE
TECHNICAL SECTION



Date Received
Contract #
Date Issued
Permit #

C. CERTIFICATE IN LIEU OF OATH

I hereby certify that I am the (agent of / owner of record and am authorized to make this application.

Applicant's Signature / Contractor's Signature
Certified Contractor [] Exempt-Applicant

Block, Lot, Qualification Code, Work Site Location, Owner in Fee, Tel, Address, Contractor, Exp. Date, Federal Emp. ID No., FAX

Fire Protection Equipment, Fuel Storage Tank, Fire Alarm System, Heating System, Fuel Type

B. FIRE PROTECTION CHARACTERISTICS, Use Group, Const. Class, Heating System, Fuel Type, Fire Alarm System, Fire Suppression / Standpipe System, Total Cost for Fire Protection Work

JOB SUMMARY (Office Use Only), PLAN REVIEW, INSPECTIONS, SUBCODE APPROVAL for CERTIFICATE

D. TECHNICAL SITE DATE DESCRIPTION OF WORK: Water Supply Source, Method of Alarm / Suppression System Supervision

NUMBER, Alarm System, Suppression System, Pre-engineered System, Other System, FEE (Office Use Only), Administrative Surcharge, Minimum Fee, State Permit Surcharge Fee, TOTAL FEE



BUILDING SUBCODE
TECHNICAL SECTION



A. IDENTIFICATION - APPLICANT - COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location: _____
Owner in Fee: _____
Tel: (____) _____ E-mail: _____
Address _____ Street _____ Municipality _____ Zip Code _____
Contractor: _____ Tel: (____) _____
Address: _____ E-Mail: _____
Contractor License No. or Builder Registration No. _____ Exp. Date _____
Home Improvement Contractor Registration No. or Exemption Reason (if applicable): _____
Federal Emp. ID No: _____ FAX: (____) _____

Date Received
Contract #
Date Issued
Permit #

C. CERTIFICATE IN LIEU OF OATH
I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Signature _____

D. TECHNICAL SITE DATE

DESCRIPTION OF WORK

Table with columns: PLAN REVIEW (No Plans Require, All, Footings/Foundations, Structural Framework, Exterior, Interior, etc.), INSPECTIONS (Type: Footing, Foundation, Slab, Truss Sys./Bracing, Barriers-Free, Insulation, etc.), Dates (Month/Day Approval, Failure, Initial), and Joint Plan Review Required (Elec., Plumb., Fire, Elevator, etc.).

Table with columns: TYPE OF WORK (New Building, Addition, Rehabilitation, Roofing, Siding, Fence, Sign, Pool, Retaining Wall, Asbestos Abatement, Lead Haz. Abatement, Radon Remediation, Other, Demolition), FEE (Office Use Only) \$, and Administrative Surcharge, Minimum Fee, State Permit Surcharge Fee, TOTAL FEE \$.

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____
No. of Stories _____
Height of Structure _____ ft.
Area - Largest Floor _____ sq. ft.
New Bldg. Area/All Floors _____ sq. ft.
Volume of New Structure _____ cu. ft.
Max. Live Load _____
Max. Occupancy Load _____
Constr. Class Present _____ Proposed _____
If Industrialized Building:
State Approved _____ HUD _____
Est. Cost of Bldg. Work
1. New Bldg. \$ _____
2. Rehabilitation \$ _____
3. Total (1 + 2) \$ _____



PLUMBING SUBCODE
TECHNICAL SECTION



A. IDENTIFICATION - APPLICANT - COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO: +800-272-1000.

Block _____ Lot _____ Qualification Code _____

Work Site Location: _____

Owner in Fee: _____

Tel. (_____) _____ E-mail: _____

Address _____ Street _____ Municipality _____ Zip Code _____

Contractor: _____ Tel. (_____) _____

Address: _____ E-Mail: _____

Contractor License No. or Builder Registration No. _____ Exp. Date _____

Home Improvement Contractor Registration No. or Exemption Reason (if applicable) : _____

Federal Emp. ID No: _____ FAX: (_____) _____

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____

Building Sewer Size _____ Public Sewer _____ Private Septic _____

Water Service Size _____ Public Water _____ Private Well _____

Est. Cost of Plumbing Work \$ _____

JOBS SUMMARY (Office Use Only)

PLAN REVIEW

- No Plans Require
 - Partial - Under/Aslab Utilities Approved
 - Plumbing Plan Approved
 - Plumbing Plan Approved
 - Approved by: _____
 - Joint Plan Review Required: _____
 - Elec. Plumb. Fire Elevator
- SUBCODE APPROVAL FOR CERTIFICATE
- CO CCO CA
- Date: _____ Approved by: _____

INSPECTIONS

Type:	Failure	Approval	Initial
Slab	_____	_____	_____
High Water	_____	_____	_____
Sewer	_____	_____	_____
Fixtures	_____	_____	_____
Gas Equipment	_____	_____	_____
Gas Piping	_____	_____	_____
LP Gas Tank	_____	_____	_____
Fuel Oil Piping	_____	_____	_____
Solar	_____	_____	_____
TCO	_____	_____	_____
Final	_____	_____	_____

C. CERTIFICATE IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application. _____ Applicant's Signature / Contractor's Seal and Signature

[] Licensed Plumbing Contractor [] Exempt Applicant

(U.S.C. 15133(b)(6) Rev. 1/2001)

1 White - Applicant Copy
3 Blue - Office Copy

D. TECHNICAL SITE DATE

DESCRIPTION OF WORK

QTY	FIXTURE / EQUIPMENT	FEE (Office Use Only)
_____	Water Closet	_____
_____	Urinal / Bidet	_____
_____	Bath Tub	_____
_____	Lavatory	_____
_____	Shower	_____
_____	Floor Drain	_____
_____	Sink	_____
_____	Dishwasher	_____
_____	Drinking Fountain	_____
_____	Washing Machine	_____
_____	Hose Bibb	_____
_____	Water Heater	_____
_____	Fuel Oil Piping	_____
_____	Gas Piping	_____
_____	LP Gas Tank	_____
_____	Steam Boiler	_____
_____	Sewer Pump	_____
_____	Interceptor / Separator	_____
_____	Backflow Preventer	_____
_____	Greasetrap	_____
_____	Sewer Connection	_____
_____	Water Service Connection	_____
_____	Stacks	_____
_____	Other	_____

_____	Administrative Surcharge	\$ _____
_____	Minimum Fee	\$ _____
_____	State Permit Surcharge Fee	\$ _____
_____	TOTAL FEE	\$ _____

2 Copy - Office Copy
4 Mark - Inspector Copy

Date Received
Contract #
Date Issued
Permit #