DEPARTMENT OF COMMUNITY DEVELOPMENT & PLANNING

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1261 Chews Landing – Clementon Road at Hider Lane P.O. Box 8, Blackwood, NJ 08012 (856) 374-3500 www.GloTwp.com



COMMUNITY DEVELOPMENT & PLANNING

CONSTRUCTION DIVISION

COMMERCIAL PERMIT PROCESS

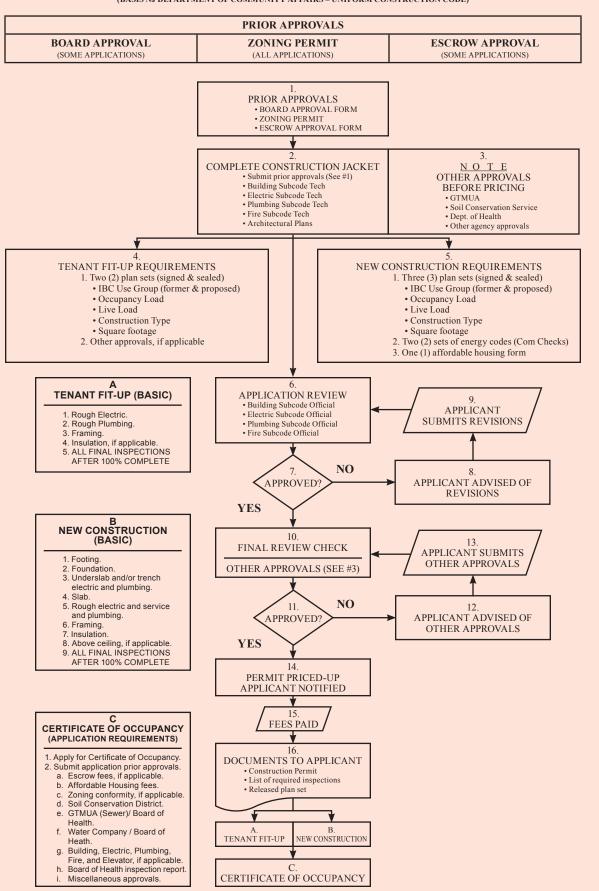


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CONSTRUCTION DIVISION • COMMERCIAL PERMIT PROCESS

(BASIS NJ DEPARTMENT OF COMMUNITY AFFAIRS – UNIFORM CONSTRUCTION CODE)



CONSTRUCTION DIVISION (COMMERCIAL PERMIT PROCESS) GLOSSARY OF TERMS

1.	Prior Approvals:	All commercial building permit applications shall require a zoning permit as a prior approval. Some applications such as new construction may require Planning Board or Zoning Board of Adjustment approval and associated escrow fees, etc.		
2.	Complete Construction Jacket: Must include the prior approvals referenced in #1 above and the appropriate Tech cards depending on the type of construction. Overall application for construction includes building description and characteristics, itemized description of costs (materials and labor) of new building elements, electrical, fire, plumbing, and all floor plans, cross sections, and front, side, and rear elevations.			
3.	Other Approvals Before Pricing: NOTE: There are several approvals that may be required before a building permit is issued. The Applicant should be researching the application this requirement at this step to avoid delays.			
	GTMUA:	The Gloucester Township Municipal Utilities Authority permit depending on the construction.		
	Soil Conservation Service: A Soil Erosion & Sediment Control Permit or waiver of jurisdiction may be required depending on the construction (typically required for an disturbance ≥ 5,000 square feet.			
	Department of Health: Approval from the Camden County Department of Health may be required depending on the construction (typically required for restaurants, and drink, well, and septic system.			
	Other Agency Approvals:	Any other local, county, state, or federal approval as may be required.		
4.	Tenant Fit Up Requirements:	Two (2) sets of plans signed and sealed by a New Jersey Licensed Architect providing interior floor layouts describing the proposed new business enterprise including proposed layout (use) and former layout (use) if different, as well as new construction and adjacent use, if applicable and the following bulleted items.		
	• IBC Use Group:	The International Building Code (IBC - New Jersey Edition) use group (prior use group and proposed use group).		
	Occupancy Load:	The number of persons allowed in the building at any one time.		
	• Live Load:	The amount of load in pounds per square feet allowed on the floor not including built-in structures.		
	Construction Type:	The submission must describe the proposed type of construction.		
	Square Footage:	The submission must describe the square footage of the construction.		
	Other approvals	The submission must include any approvals that may be required, if applicable.		
5.	New Construction Requirements:	Three (3) sets of plans signed and sealed by a New Jersey Licensed Architect providing interior floor layouts, cross sections, front, side, and rear building elevations and the following bulleted items.		
	• IBC Use Group:	The International Building Code (IBC - New Jersey Edition) use group (prior use group and proposed use group).		
	Occupancy Load:	The number of persons allowed in the building at any one time.		
	• Live Load:	The amount of load in pounds per square feet allowed on the floor not including built-in structures.		
	Construction Type:	The submission must describe the proposed type of construction.		
	Square Footage:	The submission must describe the square footage of the construction.		
	• Energy Codes:	Two (2) sets of energy code compliance calculations (com checks) signed and sealed by a New Jersey Licensed Architect.		
	Affordable Housing Form:	Submission of one (1) completed affordable housing form to the Township Tax Assessor.		
	Other approvals:	The submission must include any approvals that may be required, if applicable.		
6.	Application Review:	The Application is submitted to each subcode official for their review.		
7.	Approved?:	If the subcode official approves the application it is forwarded to the construction official. If YES go to #10 – If NO go to #8.		
8.	Applicant advised of revisions:	The subcode official advises the Applicant of the required revisions.		
9.	Applicant submits revisions:	The Applicant provides the omitted or deficient items as provided by the subcode official. Steps 6 - 7 – 8 – 9 continue until all items are satisfactorily addressed.		
10.	Final Review Check:	Following approval of the application by all subcode officials it is submitted to the Construction Official for a final review check of application and prior approvals as required in #3 above.		
11.	Approved?:	If the Construction Official approves the application it is priced-up and the Applicant is notified of the permit fee. If YES go to #14 – If NO go to #12.		
12.	Applicant advised of revisions:	The Construction Official advises the Applicant of other approvals required.		
13.	Applicant submits revisions:	The Applicant provides the omitted other approvals. Steps 10 - 11 – 12 – 13 continue until all items are satisfactorily addressed.		
14.	Permit Priced-UP / Applicant Notified:	The permit fee is calculated and the Applicant notified.		
15.	Fees Paid:	The Applicant pays the building permit fee.		
16.	Documents to Applicant:	The construction division provides the Applicant the required construction permit, list of required inspections, and stamped released plan set to be kept on site at all times.		

TABLE A (Tenant Fit-Up - Basic)

A.1	Rough electric installation and inspection prior to concealment.		
A.2	Rough plumbing installation and inspection prior to concealment. Framing installation and inspection prior to concealment. Insulation installation and inspection prior to concealment.		
A.3			
A.4			
A.5	Final inspection after construction is 100% complete.		

TABLE B (New Construction – Basic)

B.1 Footing inspection prior to concrete. B.2 Foundation inspection prior to backfilling. B.3 Underground utility inspection prior to backfilling. B.4 Slab inspection prior to concrete. B.5 Rough electric/plumbing and inspection prior to concealment. B.6 Framing installation and inspection prior to concealment. B.7 Insulation installation and inspection prior to concealment.	TABLE D (New Construction - Dasic)			
B.3 Underground utility inspection prior to backfilling. B.4 Slab inspection prior to concrete. B.5 Rough electric/plumbing and inspection prior to concealment. B.6 Framing installation and inspection prior to concealment.	B.1	Footing inspection prior to concrete.		
B.4 Slab inspection prior to concrete. B.5 Rough electric/plumbing and inspection prior to concealment. B.6 Framing installation and inspection prior to concealment.	B.2	Foundation inspection prior to backfilling.		
B.5 Rough electric/plumbing and inspection prior to concealment. B.6 Framing installation and inspection prior to concealment.	B.3	Underground utility inspection prior to backfilling.		
B.6 Framing installation and inspection prior to concealment.	B.4	Slab inspection prior to concrete.		
	B.5	Rough electric/plumbing and inspection prior to concealment.		
B.7 Insulation installation and inspection prior to concealment.	B.6	Framing installation and inspection prior to concealment.		
The state of the s	B.7	Insulation installation and inspection prior to concealment.		
B.8 Inspection following grid installation and before tiles installed.	B.8	Inspection following grid installation and before tiles installed.		
B.9 Final inspection after construction is 100% complete.	B.9	Final inspection after construction is 100% complete.		

TABLE C (CERTIFICATE OF OCCUPANCY REQUIREMENTS)

1.	Applicant completes the required Certificate of Occupancy Application Form and provides the following required items.			
2.a	Payment of outstanding escrow fees, if applicable.		2.f	Submission of water company/County Board of Health approval.
2.b	Payment of required affordable housing fees.		2.g	Subcode inspection approvals.
2.c	Submission of zoning conformity, if applicable.		2.h	County Board of Health inspection report, if applicable.
2.d	Submission of Soil Conservation District approval.		2.i	Miscellaneous approvals (Township engineer - new construction).
2.e	Submission of GTMUA/County Board of Health approval.			