Customer Assistance Package

The following contains information that will provide assistance in filing your application

Useful Links

Applicable NJ Codes in Effect
http://www.state.nj.us/dca/divisions/codes/codreg/

This link is the required forms required for submission:
http://www.state.nj.us/dca/divisions/codes/resources/constructionpermitforms.html

For access to locations that require prior approvals

Jersey City MUA new construction sprinkler installations
http://www.jcmua.com/

Passaic Valley Sewerage Commission new construction, renovations
http://www.nj.gov/pvsc/

Hudson, Passaic, Essex Soil Erosion Commission movement or disturbance of 5,000 sq ft of land
http://www.hepsoilnj.org/

Jersey City Zoning Department confirmation if project is applicable for an area
http://www.cityofjerseycity.com/hedc.aspx?id=1184

Jersey City Historic Commission approval required for historic areas
http://www.cityofjerseycity.com/historicpreservationcommission/

Jersey City Fire Prevention Bureau life hazard registrations, permits for burning and
http://www.cityofjerseycity.com/emergency.aspx?id=868 combustibles

Jersey City Health Department Parlors, barber shops, food establishments
http://www.cityofjerseycity.com/hhs.aspx?id=870

Jersey City Commerce Department Auto repair, laundry, entertainment license, liquor
http://www.cityofjerseycity.com/hedc.aspx?id=1174

NJ State Department of Health
http://www.nj.gov/health/

NJ License and Certification Guide
http://www.nj.gov/njbusiness/documents/liccert.pdf

Flood Zone Determination
http://www.region2coastal.com/view-flood-maps-data/what-is-my-bfe-address-lookup-tool/

Chapter 160 Fee's and Charges then under Chapter 131 are the construction fee's
https://www2.municode.com/library/nj/jersey_city/codes/code_of_ordinances?nodeId=CH160FECH

Property Information aka Tax Plate
http://tax1.co.monmouth.nj.us/cgi-bin/prc6.cgi?menu=index&ms_user=monm&passwd=data&district=1301&mode=11

New Jersey Meadowlands
http://www.njsea.com/

Health Care Facilities
http://www.state.nj.us/dca/divisions/codes/publications/pdf_bulletins/b_98_3.pdf

Elevator Registration
http://www.state.nj.us/dca/divisions/codes/forms/pdf_elevator/regapp.pdf

Multiple Housing Certificate of Registration
http://www.state.nj.us/dca/divisions/codes/forms/pdf_bhi/bhi4.pdf

Date Stamp

Office of the Construction Official
City of Jersey City of Jersey City
Customer Advisement Receipt Sheet

Your Control Number is_____, You filed on _____
According to State Regulations we have 20 Business Days to review your documents.
Your contact information is as follows: (print) this shall be utilized to serve notice of the review process

Site Address _____

Name_____

Phone #_____, Fax # _____

Email _____

Mailing Address _____

_____

Confirmed by staff_____ or corrected information

Questions concerning the filing of your application and the status should be directed by EMAIL only and addressed to the following individuals, Permit issues, Building Jesse Atwell, atwellj@jcnj.org, Building Joe Severini, JosephS@jcnj.org, Plumbing Aldo Rizzo aldo@jcnj.org, Electrical Paul Esposito, Pesposito@jcnj.org, Fire Mike Karloc, Mkarlok@jcnj.org, Elevator Jeff Grapes, Grapesj@jcnj.org.

TO BETTER ASSIST YOU, YOU CAN LOG ON WWW.SDLPORTAL.COM TO FOLLOW UP ON REVIEW AND INSPECTION STATUS.

After **a complete review** by applicable subcodes you may obtain partial releases, if approved. For example a building permit may be issued if the building subcode has approved this, even if another portion of your application is denied.

You may file an application without a contractor but the permits cannot be issued until one is provided.

The above named individual shall be the responsible person to receive notification of approvals or denials and the Office of the Construction Official will forward such information to the responsible person to act upon. Resubmission of documents based upon denials shall be done in person either by a confirmation email appointment or appearing at the office Monday thru Friday between the hours of 7am and 9 am. Corrections to Tech Cards of Electrical and Plumbing shall be made by the person licensed only.

If you do not agree with this agency's review you may obtain written opinions from IBC and or DCA which will forwarded to this office by regular mail or email. The phone number for code assistance at DCA is 609-984-7609.

The next step, if this doesn't resolve the issue, is to set an appointment with the Construction Official.

The final step is an appeal with the Construction Board of Appeals. The appeal process requires the filing of an application with a fifty dollar fee and providing your documentation to argue your case. The Board meets monthly and is prompt with setting dates for your hearing.

Failure to abide to the above policies may result in unneeded delays in your permit.

Notes: _____

_____

Print name of Staff_____, Name of Customer_____

Signatures _____ _____

City of Jersey City
Construction Plan Review Fee Computation
For New Construction and Additions

Use Groups A-1, A-2, A-3, A-4, A-5, F-1, F-2, S-1, S-2

Volume of Building _____x's .015 = _____

Use Group B, E, M, R, I, (all others not listed)

Volume of Building _____x's .027 = _____

Renovation Costs Total of Trades =_____

Divided by 1000 = _____

x'S 15.00
Total = _____

If a project consists of both new construction and alterations combine the 2 fee's

Footings and Foundations
Square Footage of Floor = _____ x's 3 = _____ cu ft.

x's either .015 or .027

= _____

Based upon the calculations above the total estimated fee is _____

x's 25%= _____, amount enclosed for plan review fee**. rounded to the nearest dollar**.

Check is made payable to City Treasurer

Use Groups

a. B.....Business
E.....Educational
H .....High hazard
I-1.....Institutional, residential
I-2.....Institutional, incapacitated
I-3.....Institutional, restrained
I-4.....Day Care Facilities
M.....Mercantile
R-1 .....Residential, hotels
R-2 .....Residential, multi-family
R-3 .....Residential, 1 and 2 family over 3 stories
R-4 .....Residential, therapeutic
R-5 .....Residential, 1 and 2 family 3 stories or less
U .....Utility and miscellaneous

b. A-1 .....Assembly, theaters
A-2 .....Assembly, nightclubs, restaurants
A-3 .....Assembly, lecture halls, museums, churches, libraries
A-4 .....Assembly, arenas, skating rinks
A-5 .....Grandstands, bleachers, stadiums
F-1.....Factory, moderate hazard
F-2.....Factory, low hazard
S-1.....Storage, moderate hazard
S-2.....Storage, low hazard

c. Farm use buildings: Refer to N.J.A.C. 5:23 -3.2(d)

Rejections

Unfortunately during our review process there comes at times work is rejected due to varied reasons but the theme is consistent and to minimize these occurrences the following is noted.

Work on the drawing does not conform to the tech card this can be for a couple of reasons in some cases items being shown are existing if that's the case the design professional should note that. The other case is the contractor failed to document all the work.

Electrical tech card not filled out properly the rating of the device is not proper for example and air conditioner is not listed by tonnage it is listed by kva those points do not move the process and if it needs to be corrected it has to be done by the licensed contractor.

Fire alarms do not match on both the electric and fire application.

Fire alarms cut sheets and battery calculations

Fire Tech Card for gas fired appliances for one and 2 family

Venting and combustion air detail

Shop drawings and cut sheets for hood and suppression with duct termination on exterior and distance from combustibles

Sprinkler cut sheets, and calculations and area of coverage of sprinkler heads

Hvacr application not signed and sealed

Hvac separate from plumbing application

No Passaic Valley or Mua approval

Water calculation s

Measurements and elevations are missing or incorrect

Prior approvals from the Historic Preservation Commission or Zoning Officer have not been obtained

Plan Review and Plan Comment Sheet

Address _____, Block _____, Lot_____

Control Number _____, Date Submitted _____

Contact Name _____Phone _____,

Email _____,

Design Professional _____, Phone_____

Email _____

Prior Approvals

( )Zoning ( )DCA ( )State Dept of Health ( )HMDC ( )Engineering

( ) MUA (Domestic/Fire) ( )Passaic Valley _ ( )Soils Erosion ( )Fire Dept ( )Historic

( ) Traffic Engineering

Documentation

( )Completed Permit Jacket ( )Completed Tech Cards ( )Information on Tech Cards Incomplete/improper

Comments_____

_____

( )Cut sheets ( )Signed contracts for Cost or Design professional estimate of cost

( )Hydraulic Calculations and Shop Drawings ( )Additional tech cards required. ( )Energy Calcs

( ) Drawings to be signed and sealed by a NJ Design Professional

Comments_____

_____

( ) Letter from design professional that the documents prepared by others have been reviewed and found to be in conformance with the regulations for the design of the building.

Proposed Work :

New Construction Alteration Reconstruction _____percentage of rehab

New Construction Proposed Use Groups (_____), Square Footage per floor _____,

Cu Footage total _____, Number of Stories _____, Const Type _____

Number of Res Units_____, Condo/Rental

If 4 or more residential units review requires Barrier Free Compliance ____

If more than 5K square ft please file a soil erosion plan. ____

Soil Report for Footing and Foundation ____

Adjoining property report for pre construction safeguards _____

Class 1 Structures

__ provide documentation of special inspectors

___Footings and Foundations Foundation system employed _____
___ Enclose soil engineer's report for foundation investigation that provides recommendations for bearing capacity and includes certified test pit/ boring location plans.
___ For pile foundations, enclose details for pile type, installed capacity, driving criteria, load test details for piles as per the building subcode.
___ Vibratory study and identification of areas subject to damage.
___ Enclose foundation plan, foundation sections, and specifications of materials to be used.
___ Enclose a site diagram, showing to scale the location of the new construction.
___ For basements or other retaining walls below grade enclose structural calculations and details of wall thickness, reinforcement etc.
___ For column foundations/wall foundations, enclose a chart showing load calculations per floor to top of column/wall footing to top of soil.
___ Distance from lot line allowance for form work
___ Footing dimensions, depth, pilasters, unbalanced back fill / lateral bracing
___Foundation waterproofing, drainage, dampproofing
___ Anchor bolts
___ if footing to be installed is by adjacent structures provide engineers report for stabilization and under pinning.
___Foundation grounding
___Adjoining property notification and access approval if needed.

Comments _____

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Underslab Utilities
___ Provide details of plumbing and/ or electrical installation within or beneath main foundation slab.
Only those items directly involved with plumbing and / or electrical work beneath the slab need to be shown.
For electrical installations, specify the following items:
Depth of cover from top surface of conductor, cable, conduit or other raceway to finish grade.
Indicate grounding details as appropriate for slab installation
Specify underslab conductor size/types, and breaker sizes being supplied by them

For plumbing installations, provide the following:
Show all sanitary and storm drainage lines, indicating pipe size (s), slope and materials used
Indicate point of discharge for storm drainage systems
Show details of underslab piping for domestic water and fire suppression systems, including pipe size (s) and materials
Thrust blocking

Comments _____

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Structural Framework
___ Enclose structural floor plans, roof plan showing sizes of members, and structural computations
___ Enclose drawings showing connection details, and other technical data
___For trusses/floor joists, enclose drawings showing details of sizes, design criteria for live load/ dead load, forces in member, specifications for lumber, sizes of lateral braces, sizes of purlins, and their maximum spacings, and maximum deflection of members under working load.
___For outer walls, provide calculations for horizontal wind load, justifying thickness of wall and size of reinforcement if any.
___Provide details for design criteria (live/dead load, snow load, earthquake load, wind load) and specifications of material (steel, lumber, concrete, reinforcing steel bars, etc.) indicating allowable stress.
___Framing detail
___Signed and sealed truss drawings prepared by manufacturer

Comments _____

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Exterior Building
___provide setback distance of building from lot lines and other structures on same lot on all sides
___Provide the fire rating of exterior walls in hours; specify design/UL number (if rating is required).
___Indicate accessible route of travel from parking lot to front door, details of ramps with indicated slopes, for compliance of the barrier free subcode.
___Provide elevations, exterior wall/building sections, and details on all exterior doors and windows.

Comments _____

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Interior building
___ If mixed use, indicate exact location, occupancy load, and square footage for these uses. Also show incidental uses, if appropriate.
___If design is such that the complete information cannot be shown on the application, indicate on plans all construction types, number of stories and building heights.
___Indicate door, window, and finish schedule on plans
___Provide thermal rating of walls ceilings etc.
___Provide the fire rating of corridor walls, floors, ceilings, exit stairways, shafts, columns, girders, beams and roofs in hours; specify design/UL number (if rating is required).
___For residential use, show STC ratings of partition walls and ceilings.
___Show exit calculations; indicate the number of exits provided per floor, and specify the maximum travel distance in feet.
___Indicate the interior accessible routes of travel and details of ramps, with indicated slopes, for compliance with the barrier free subcode.
___Provide details on locations of telephones, water fountains, toilet rooms, laboratory and shop facilities, for compliance with the barrier free subcode.
___Provide interior and exterior dimensions
___Show Basement details
___If a fire suppression system is required by the building subcode, verify drawings comply with the fire protection subcode
___Provide fire blocking and fire stopping detail
___Provide barrier free drawing indicating blocking details, fixture location and conversion details
Comments _____

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Plumbing
___ A site plan, showing plumbing lines into and out of the building to a distance five feet from the building line, must be submitted.
___Include a sanitary drain and vent riser diagram, plan and elevation.
___Include a fixture schedule listing each fixture description, trap, vent sizes, DFU valve, SFU valves, hot and cold water connection sizes.
___Include materials and specifications or reference on the drawings for piping materials.
___Show storm water piping systems, noting square foot area served by each roof drain, piping size and pitch. Plumbing plans must show storm water lines and pitch from building to approved discharge outfall, public storm sewer, or site drainage system.
___Include a hot water and cold water riser diagram, showing size and SFU counts.
___Cleanouts must be indicated and labeled in all drainage lines.
___Wall penetration sleeves should be indicated and details shown.
___If a multi-story building, riser for cold water must correspond in format and contain information shown in Appendix B of the plumbing subcode.
___Plumbing fixtures and elevations/details shall conform to barrier free subcode specifically fixture heights, spacing etc.
___ Provide water calculations for water service size

Comments _____

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Mechanical
___ Show calculation for ventilation air requirement based upon occupant load (refer to mechanical subcode)
___Include Cop/EER value of HVAC units, boiler efficiency, etc. Supply the required energy calculations.
___Include specifications on duct construction and installation, such as supports, loads, etc.
___Include schematics and details of hazardous exhaust in units such as laboratory hoods.
___Provide manufacture's recommendation information for laundry/ dryer exhaust.
___Show locations of all fire dampers.
___Include drawings for kitchen exhaust hood, duct and hood fire suppression system. Drawings must contain information required by the mechanical subcode and the fire protection subcode. Hood termination 10ft from property line and away from openings.
___Include all details, specifications and calculations (building, volume, air change, riser diagram) for smoke exhaust/control, stair pressurization, etc., as applicable per building and fire protection subcodes.
___Show details of all hydronic, gas, and fuel oil piping
___Include calculations for combustion air requirement
___Show all details of chimneys and vents
___Show machinery layout plan, equipment schedule, and details of processes involved.
___Show heights of all mechanical controls, for compliance with the barrier free subcode.
___ Show dimensions from property lines for hvac, dryer, kitchen and bath exhausts

Comments _____

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Electrical
___Show details of all grounding, including:
- Grounding electrode system
- Distribution Grounding
- Transformer grounding-if needed how neutral is established from transformer
- All wire sizes

___Incoming service location
___Show overcurrent protection - indicate whether breakers are inverse, instantaneous, or non adjustable provide AIC's
___Indicate the specific wiring method to be used in all the various areas.
___Show circuitry of all emergency systems and emergency lighting, including fire pumps, elevators, and exit discharge.
___For fire pumps provide cut sheets for fire pump controllers, indicate locked rotor current, ensure if disconnect is provided rated for locked rotor current.
___Show all details of all wiring and bonding for pools, spas, hot tubs, etc.

___Indicate the type of conductors to be used, copper or aluminum, and their insulation and temperature rating.
___Indicate all wire and conduit sizes
___If neutral is reduced, provide calculations.
___Show all panel locations; indicate working clearances about all electrical equipment, switch boards and panel boards.
___Provide panel schedules and identify all circuits.
___Provide riser diagrams
___Show all circuitry, wire size, type of insulation and conduit size of fire signal systems
___Show height of all controls for compliance with barrier free subcode
___ Residential spacing of receptacles and counter outlets New Construction
___ Transformer locations (pad or room) and required fire rating clearances
Comments _____

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Fire protection
___For sprinkler and standpipe systems, specify system type, water supply information, and pipe sizes. Also indicate type of piping and fittings used throughout.
Seismic Bracing
___Provide hydraulic calculations for sprinklers; indicate hydraulic reference points.
___Show measurements between branch lines and heads on lines, indicate type of sprinkler heads used throughout the system
___Indicate height and location of all standpipe hose connections
___Provide a complete sprinkler system riser diagram with all parts identified
___For storage areas, provide hazardous material data sheets on commodities stored as appropriate including quantities stored
___Show all installation details and location of fire department siamese connection to sprinkler/standpipe systems
___For all suppression alarm systems, show location of control panel, control valves, detectors, pull stations, strobe lights, abort switches, fusible links, alarm bells, warning lights, signs etc
___If a fire pump is to be used , specify capacity and type. Indicate whether electric or diesel powered and provide all details on diesel fuel supply. Provide details of all piping, fittings, control and relief valves, as well as test header details. Indicate method of temperature maintenance for pump and associated equipment.
___For Halon/CO 2 systems, show location and type of detectors and nozzles. Show location and size of agent container and piping, as well as types of piping and fittings. Provide system calculations.
___Show details and schematics on all electrical connections for all fire protection systems, including information on emergency power supplies.
___For barrier free accessibility show height of pull stations
___For dry chemical systems, indicate type of chemical being used. Show size and location of agent containers. Provide a copy of the installation manual for the system. Provide details on discharge alarms, pipe sizes, and types of materials.
___Include drawings for kitchen exhaust hood, duct and hood fire suppression system. Drawings must contain information required by the mechanical subcode and the fire protection subcode. Hood termination 10ft from property line and away from openings.
___Include all details, specifications and calculations (building, volume, air change, riser diagram) for smoke exhaust/control, stair pressurization, etc., as applicable per building and fire protection subcodes
___Provide signed and sealed letter for base of riser psi and gpm from design professional

Comments _____

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Elevator
The building subcode utilizes Standard A17.1 of the American Society of Mechanical Engineers (ASME) as its elevator reference standard. All elevator related drawings must comply with this.
___Specify elevator type (passenger, freight - specify class of loading, wheel chair manlift, private residence, other).
___Show elevator capacity and loading
___Show size of buffer.
___Indicate speed, travel length, number of landings.
___Show cab details, dimensions, door operation, hand rail and control locations to comply with the above noted referenced standard and the barrier free subcode.
___Show type of drive, giving details of suspension.
___Provide details of emergency operation - firefighter service
___Show all clearances and guide rail details.
___Provide details of hoistway venting.
___Provide pit details-lighting accessibility, etc.
___Show equipment layout in elevator machine room - also show light and ventilation.

Comments _____

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Additional Comments
Comments or complaints with this notice should be addressed to the Construction Official and the appropriate subcode official.

Construction Official	Ray Meyer	2015476898	RaymondM@jcnj.org
Building Subcode Official	Jess Atwell	2015475020	AtwellJ@jcnj.org
Building Reviewer	Joe Severini	2015475020	josephs@jcnj.org
Plumbing Subcode	Aldo Rizzo	2015475048	ARizzo@jcnj.org
Elevator Subcode	Jeffrey Grapes	2015474986	grapesj @jcnj.org
Electrical Subcode	Paul Esposito	2015475697	pesposito@jcnj.org
Fire Subcode	Mike Karlok	2015475475	Mkarlok@jcnj.org

If you require further assistance in this matter you may contact the Department of Community Affairs, Code Assistance Unit at 6099847609

If you wish to contest the validity of the above action you may request a hearing before the construction board of appeals within 15 days of receipt of this notice. The fee for this is $50.00 and forwarded to 30 Montgomery Street Rm 412.

Comments_____

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