

**TOWNSHIP OF JACKSON
DIVISION OF INSPECTIONS
95 WEST VETERANS HIGHWAY
JACKSON, NEW JERSEY 08527
TEL. (732) 928-1280 FAX (732) 928-7861**

**COMMERCIAL CHECKLIST
NEW CONSTRUCTION**

- [] 01. Fresh Water Wetlands, Builders Responsibility; contact the Department of Environmental Protection {see attached information} for determination or Engineer's Certification is required for approval.
Local Coordinator: Mr. Richard Megill, Zoning Officer (732) 928-1200 x240
- [] 02. Ocean County Board of Health approvals: (732) 341-9700
 - a. Well and septic
 - b. Retail food vendors, approved kitchen plans required.
 - c. Copy of Retail Food inspection (To be supplied before CO is issued)
 - d. Commercial pools, approved plans
- [] 03. State Department of Health, warehouse or manufacture of foods. (609) 588-3123
 - a. Copy of Wholesale Food inspection (To be supplied before CO is issued)
- [] 04. Township of Jackson approval: (732) 928-1200 x203
 - a. Copy of Food Vendor's License (To be supplied before CO is issued)
- [] 05. Letter of filing from Pinelands or Engineer {see attached information} showing location of site and pinelands boundary. (609) 894-7300
- [] 06. Zoning Permit. (732) 928-1200 x241
- [] 07. Tree Permit with plot plan (732) 928-1200 x239
- [] 08. Soil Erosion Approval before permit can be issued {if applicable} (609) 971-7002
- [] 09. Gas Clearance for Digging. It shall be mandatory as per the Board of Public Utilities to call for dig number 10 days prior to digging. (800) 282-1000

**APPLICATION & PAYMENT OF ENGINEERING FEES ARE HANDLED BY
THE ZONING OFFICE**

- [] 10. Approved Preliminary Engineering, the plans must be submitted to CME Associates, 1460 Route 9 South, Howell, NJ 07731 (742) 462-7400

Fee:	Preliminary Engineering {Blue Form}	\$125.00
	Foundation As-built {Green Form}	\$ 10.00
	Final Engineering {Pink Form}	\$150.00

- [] 11. HVAC Plans with 2 sets of specifications and drawings in accordance with N.J.A.C. 5:23-2.15(e)1.v.
- [] 12. Energy Sheet and Calculations

All plans and specifications submitted must conform to the requirements of the COM Check EZ or ASHRAE 90.1., to include manual heat and cooling loss calculations. (U.S. Department of Energy @ www.energy-codes.gov)
- [] 13. 2 Sets of Architecturally or Engineered Sealed Plans (2000 I.B.C., NJ Edition) and, 1 copy of the site plan for review of handicap access. N.J.A.C. 5:23-7
- [] 14. 2 Sets of Drawings and Specifications for all Mechanical Systems (2003 International Mechanical Code)
- [] 15. Submit truss drawings and letter of certification with signature and raised seal.
- [] 16. Proof of Ownership
- [] 17. Copy of all Licenses
- [] 18. Plumbing and Gas Riser Diagram (2003 National Plumbing Code and Fuel Gas Code)
- [] 19. Requirements from Jackson Township M.U.A.
 - a. Statement of Utility Services from the Jackson Twp. M.U.A.
 - b. Letter of approval from the Jackson Township M.U.A. for connection of city water and sewer, if applicable.
 - c. Certification of Compliance (To be supplied before CO is issued)
- [] 20. Development Fees {if applicable}
 - a. Document is obtained from the Zoning Department
 - b. Document is calculated by the Assessor's Office
 - c. Payment is made to the Building Department at the time the permits are paid
- [] 21. Letter from property owner when leasing
- [] 22. Copy of Site Plan approved by the District Fire Official
- [] 23. Department of Community Affairs shall be the sole enforcing agency for the following work. All approvals shall be submitted when applying.
 - a. Amusement rides [Concurrent review by state and municipality – state contact number (609-633-6620)]
 - b. Ski lifts.
 - c. Billboards located on land owned or controlled by any state, county or local department, agency, board, commission, authority, or instrumentality.

- d. Liquefied petroleum gas installations, except vapor delivery installations utilizing containers with an aggregate water capacity of 2,000 gallons or less, which jurisdiction is retained by the municipal enforcing agency.

OUTSIDE AGENCY CONTACT LIST

1. Fresh Water Wetlands Act (N.J.S.A.13:9B et seq.)

<p>Land Use Regulation Program Environmental Regulations C.N. 401 Station Plaza 5 501 East State Street Trenton, NJ 08625-0401 (609) 292-1235 or (609) 777-0463</p>	<p>Department of Environmental Protection Land Use Regulation Program 401 East State Street Trenton, NJ 08625 Re: Wetlands (609) 292-0060</p>
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2. Shade Tree Commission

Township of Jackson
Shade Tree Commission
Office of the Forester
Robert G. Eckhoff, CTE #460 – CME (732) 462-7400
Municipal Building
95 West Veterans Hwy.
Jackson, NJ 08527
(732) 928-1200 x241

3. Ocean County Soils

Ocean County Soils Conservation District
Chuck Collins
714 Lacey Road
Forked River NJ 08731
(609) 971-7002

4. Township Engineer

CME Associates
Ernie Peters, P.E.
1460 Route 9 South
Howell, NJ 07731

5. Health Department

(Well & Septic – Commercial Kitchens & Retail Food Handler)

Ocean County Health Department
175 Sunset Avenue
P.O. Box 2191
Toms River, NJ 08754
(732) 341-9700 or (800) 342-9738

(Wholesale Food & Drug Handler)

New Jersey Department of Health
Food & Drug Safety Program
P.O. Box 369
Trenton, NJ 08625-0369
(609) 588-3123

6. Municipal Utilities

(City Water & Sewer)
Jackson Township M.U.A.
102 Manhattan Street
Jackson, NJ 08527
(732) 928-2222

7. Pinelands

State of New Jersey
Pinelands Commission
P.O. Box 7
New Lisbon, NJ 08064
(609) 894-7300
www.nj.gov/pinelands/info@njpines.state.nj.us

8. Uniform Construction Code (U.C.C.)

NJ Department of Community Affairs
101 South Broad Street
P.O. Box 818
Trenton, NJ 08625-0818

THE FOLLOWING MUST BE SHOWN ON THE CONSTRUCTION PLANS

- [] 01. Opposing Occupancies on all sides
- [] 02. Occupancy Load
- [] 03. Live Load and Dead Loads
- [] 04. Use Group
- [] 05. Construction Type
- [] 06. Firewall location and type
- [] 07. Active protection including Sprinklers and Alarms
- [] 08. Posting for Roof Trusses if applicable
- [] 09. Rated assembly cut sheet to include structural design loads per Chapter 16 of the 2000 I.B.C.,N.J Edition
- [] 10. MSDS Sheet(s) for Commodities and Amounts and description of operations within the building.
- [] 11. Handicap Accessibility in accordance with U.C.C., SUBCHAPTER 7, NJAC 5:23-7 and SUBCHAPTER 6, 5:23-6 {ANSI 117, 1998 Edition}
- [] 12. Exit and Emergency Lighting as required
- [] 13. Venting Schedule and Schematics
- [] 14. Building Plans and specifications shall contain:
 - 1. Foundations, floor, roof and structural plans; For buildings with roof or other truss systems, a truss layout and permanent truss bracing plan shall be submitted. This plan shall show all the permanent lateral and other bracing locations for individual truss system and other components of the structural system necessary for the permanent lateral bracing of the entire structural system.
 - 2. Doors, window and finished schedules.
 - 3. Sections, details, connections and material designations.
- [] 15. Electrical Plans and specifications shall contain:
 - 1. Floor and ceiling plans; lighting, receptacles, motors and equipment; service entry location, line diagram and wire, conduit and breaker sizes.

- [] 16. Plumbing plans and specifications shall contain:
 - 1. Floor plan; fixtures, pipe sizes and other equipment and materials; isometric with pipe sizes, fixture schedule and sewage disposal.
 - 2. Grease trap-sizing calculations, when applicable.

- [] 17. Fire plans and specifications shall contain:
 - 1. Floor or ceiling plans; design and equipment.
 - 2. When an automatic fire sprinkler system is installed, the fire sprinkler system demand, including either hose stream allowances or the required domestic demand, as applicable, at the available water supply shall be documented.
 - 3. Detector check valves on all dedicated fire sprinkler service lines.

- [] 18. Mechanical plans and specifications shall contain:
 - 1. Floor or ceiling plans; equipment, distribution location, size and flow; location of dampers and safeguards; and all materials.

- [] 19. All Sub-code U.C.C. Technical Forms and U.C.C. F-100 Jacket shall be complete. All Class I buildings to conform to DCA Bulletin 03-5.

**REQUIRED INSPECTION
AND
DOCUMENTATION**

You are required to Display in Weatherproof Markings, the BLOCK and LOT in a legible manner that is visible from the roadway. This information shall remain visible until all inspections have been completed. No inspections will be conducted without the property being properly identified.

5:23-2.18 INSPECTIONS:

01. Preliminary Inspection: Before issuing a permit, the Construction Official and appropriate Subcode Official shall, where necessary, examine or cause to be examined all buildings, structures and sites for which an application has been filed for a construction permit.
02. The bottom of footing trenches before placement of footings, except that the case of pile foundations, inspections shall be made in accordance with the requirements of the Building Subcode.
03. A foundation location survey showing all building corners of the foundation shall be submitted to the Construction Official as soon as possible after the installation of the foundation wall. A land surveyor licensed in the State of New Jersey shall prepare the survey. The proposed foundation location as shown on the original plot plan shall also be shown on the foundation location survey.
04. New construction and additions, the foundation location survey for a building that is located in a flood plain shall include flood hazard certificates as required by section 1612.5 of the building subcode.
05. Floor Joist or Structural Slab (All crawl spaces require an open deck inspection)
06. Utility services, including septic.
07. Building Subcode:
 - A. All structural framing, connections, wall and roof sheathing, and insulation.
 - a. The framing inspection shall take place after the rough electrical and plumbing inspections and after the installation of the heating, ventilation and/or air conditioning duct system.

- b. For buildings containing roof or other truss systems, a truss system and permanent truss bracing inspection shall be performed prior to the installation of any interior roof truss covering material. Where the truss design utilizes the interior finish as bracing for the bottom cord, that portion of the bracing shall be part of the final inspection and shall be in addition to the components of the final inspection in (d) below.
 - c. A sheathing inspection is required for all wood frame construction. All doors & windows must be installed for this inspection to be scheduled.
 - d. The insulation inspection shall be performed after all other subcode rough inspections and prior to the installation of any interior finish material.
 - e. Refer to Department approved checklist.

- 08. Electrical Subcode:
 - A. Rough wiring, panel and service installations.

- 09. Plumbing Subcode:
 - A. Rough piping.

- 10. Elevator Subcode:
 - A. Rough installation.

- 11. Inspections for all subcodes of construction, other than one and two-family dwellings, shall be limited to those required for one and two-family dwellings and the following:
 - a. Fire Suppression
 - b. Heat producing devices
 - c. Any special inspections required by any subcode of the regulations.
 - d. The mid-point inspection shall include a review for compliance with N.J.A.C. 5:23-7, the Barrier Free Subcode, for buildings required by N.J.A.C. 5:23-7.1 to be accessible.

- 12. Any additional inspections, as permitted by the U.C.C. and as may be required by the municipality, shall be of the type and nature that construction may continue without interruption.

- 13. Additional inspection schedule: Where buildings proposed for construction exceed two stories in height or by their nature pose complex or unusual inspection problems, the construction official or appropriate subcode official may specify additional inspections to the applicant in writing prior to the issuance of a permit and during construction in the case of unforeseeable circumstances.

14. Final Inspections: Upon completion of the building or structure, and before the issuance of a certificate of use and occupancy required herein, a final inspection shall be made, and any violations of the code shall be noted and the holder of the permit shall be notified of any discrepancies by the construction official. The final inspection shall include:
- A. Building and Fire: Installation of all interior and exterior finish materials, sealing of exterior joists, mechanical systems and any other required equipment.
 - B. Electrical: Wiring, devices and fixtures.
 - C. Plumbing: Piping, trim and fixtures.
 - D. Elevator: Equipment operation.
 - E. Tests required by any provisions of the adopted subcodes.
 - F. Review for compliance with N.J.A.C. 5:23-7, the Barrier Free Subcode, for all buildings required by N.J.A.C. 5:23-7.1 to be accessible.