

New Business and Commercial Building Applicants

A Helpful Guide

- Zoning Permit Application
- Business Questionnaire
- Pre-Approvals for Construction Permit
- Plans, New Construction & Alterations
- Certificates of Occupancy
- New Business in Existing Structure
- Key Lock Box System

Monroe Township Municipal Government
125 Virginia Avenue
Williamstown NJ 08094
856-728-9800

Construction Code Official
Jim Morrison
856-728-9800, ext. 221

Zoning Officer
Fred Weikel
856-728-9800, ext. 294

Fire Marshal
Skip Tomarchio
856-728-9800, ext. 256

856-629-2143 FAX



APPLICATION FOR ZONING PERMIT
MONROE TOWNSHIP, GLOUCESTER COUNTY
125 VIRGINIA AVENUE, WILLIAMSTOWN, NJ 08094
PH:(856)728-9800 ext.295 FAX:(856)629-2143

*** PLEASE PRINT ***

OFFICE USE ONLY	NO CASH
\$20.00 RESIDENTIAL	ZC# _____
\$75.00 NON/RESIDENTIAL	
CHECK# _____	DATE _____
SIGNATURE _____	

APPLICANT: _____
ADDRESS: _____

HOME PHONE: _____
CELL/WORK PHONE: _____
CONTACT PERSON: _____

HAVE YOU FILED FOR A ZONING PERMIT FOR
THIS LOCATION WITHIN THE PAST (10) TEN YEARS?
_____ YES _____ NO

OWNER OF PROPERTY: _____

ADDRESS: _____

HOME PH# _____ WORK PH# _____ PUBLIC SEWER _____ SEPTIC _____

REQUESTED USE OF PROPERTY: _____

WORK SITE:

TOTAL SQ.FT. OF HOUSE: _____

BLOCK _____ LOT _____

ADDRESS _____

SUITE/BUILDING # _____

(INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED) PLEASE PROVIDE THE FOLLOWING INFORMATION:

A. PLOT PLAN OR SURVEY SHOWING EXISTING, PROPOSED BUILDINGS INCLUDING FRONT, SIDE AND REAR SETBACKS. **ALL DOCUMENTS LARGER THAN 11x17 OR GREATER THAN 5 PAGES MUST BE SUBMITTED IN ADOBE PDF FORMAT.**

B. CHECKS MUST BE MADE PAYABLE TO MONROE TOWNSHIP ZONING. **NO CASH.**

C. IF VARIANCES WERE NEEDED, A COPY OF ALL RESOLUTIONS MUST BE SUBMITTED.

D. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO OBTAIN ANY CONSTRUCTION PERMITS REQUIRED. YOU MAY CONTACT THE CONSTRUCTION DEPARTMENT AT #(856)728-9800 x222.

E. ONLY ONE BLOCK AND LOT PER APPLICATION.

I HEREBY CERTIFY THAT I AM THE OWNER AND/OR REPRESENTATIVE OF SAID PROPERTY AND ALL STATEMENTS AND DOCUMENTATION ATTACHED THERETO ARE TRUE.

SIGNATURE _____ 2/09

**MONROE TOWNSHIP
ZONING/CODE ENFORCEMENT
125 VIRGINIA AVENUE
WILLIAMSTOWN, NJ 08094
PH# (856)728-9800 x295
FAX# (856)629-2143**

BUSINESS QUESTIONNAIRE

DATE _____ BLOCK _____ LOT _____

NAME OF BUSINESS _____

ADDRESS OF BUSINESS _____

NATURE OF BUSINESS _____

PHONE # OF BUSINESS _____

OWNER/MGR. OF BUSINESS _____

HOME ADDRESS _____ CITY _____ ST _____

HOME PHONE # _____ EMERGENCY # _____

TYPE OF BUSINESS:

RETAIL _____ WHOLESALE _____ MANUFACTURING _____ STORAGE _____ OTHER _____

TOTAL SQUARE FOOTAGE OF AREA USED FOR THE BUSINESS _____

APPROXIMATE HOURS OF OPERATION: WEEKDAYS _____ TO _____

WEEKENDS _____ TO _____

NUMBER OF DAYS PER WEEK _____

PROPERTY OWNER'S NAME _____

IF OWNER IS A CORPORATION A COPY OF THEIR CORPORATE DISCLOSURE IS REQUIRED.

HOME ADDRESS _____

CITY _____ ST _____ ZIP _____

HOME PHONE# _____ EMERGENCY # _____

SIGNATURE OF APPLICANT _____ DATE _____

PRINT NAME _____

THIS DOCUMENT IS CONFIDENTIAL AND NOT FOR PUBLIC USE.

APPLYING for a CONSTRUCTION PERMIT to BUILD A NEW COMMERCIAL BUILDING

This checklist represents the general requirements for the submission of a new construction permit application for a commercial building. It is not intended to be an all inclusive list as each application is unique and may require additional documentation. This checklist is intended to be a guide only. You are encouraged to schedule a pre-construction meeting with the Construction Official.

Include these Pre-Approval Documents with your Construction Permit Application:

- ☐ Monroe Township Zoning Permit.
- ☐ Copy of an Approved Site Plan.
- ☐ Survey approved by Township Engineer. *
- ☐ State, County, or Township Curb Opening Permit. *
- ☐ State, County, or Township Street Opening Permit (utility hook-ups). *
- ☐ Monroe Twp and Gloucester County Utilities Authority Water & Sewer Connection Permits, or Well and Septic approvals from Gloucester County Health Dept. *
- ☐ Gloucester County Soil Conservation District Permit or Exemption. *
- ☐ Gloucester County and Monroe Twp Board of Health Dept approval for all Commercial Kitchens.

All Prior Approvals will require a Final Approval from the issuing agency before a Certificate of Occupancy will be issued from the Construction Office.

* This item may or may not be required for the rehab of an existing building, it will depend on the scope of the project.

05/13/2013

APPLYING for a CONSTRUCTION PERMIT to BUILD a NEW COMMERCIAL BUILDING or ALTER AN EXISTING SPACE

PLANS TO INCLUDE WITH YOUR APPLICATION

- ❑ Two (2) sets of sealed plans prepared by an architect or engineer licensed by New Jersey.
- ❑ **Building Plan** shall include:
 - ❑ Sealed truss layouts and profile sheets.
 - ❑ Pre-Engineered floor joist layout showing all pointload and connection details.
 - ❑ Exterior foundation drain or engineered soil certification.
 - ❑ Mechanical layout for heating and air conditioning.
 - ❑ Note all load paths and column attachments.
- ❑ **Electrical Plan** shall include a top view of the floor plan showing the location for lights, receptacles, and switches. Panel schedule noting circuit sizes and must be noted on the plan. NJ Licensed Electrical Contractor required.
- ❑ **Plumbing Plan** shall include the location of plumbing fixtures shown on the floor plan; piping schematic showing sanitary drains and vents; water supply with hot and cold piping to fixtures; gas pipe schematic showing all proposed appliances; pipe sizes and diametrics. NJ Licensed Plumbing Contractor required.
- ❑ **Fire Plan** shall include smoke detectors noted on the Electrical Plan, along with any heat detectors, horn/strobes, and pull stations.
- ❑ **Plans may be submitted for a courtesy review by the officials prior to permit submission**
- ❑ **Partial releases are available at the request of the applicant.**

If you have any questions regarding the plan requirements for your project please contact the appropriate Sub-Code Official, Monday-Friday, between 7 AM and 8:30 AM. You may leave a message at any time for a call-back from an official.

Construction Code Official, Jim Morrison	ext. 221
Building Sub-Code Official , Lou Polillo	ext. 299
Electrical Sub-Code Official, Jim Morrison	ext. 221
Plumbing Sub-Code Official, Steve D'Amico	ext. 502
Fire Sub-Code Official, Lou Polillo	ext. 299

05/13/2013

**A Commercial Construction Permit is ready for a
Certificate of Occupancy when the file is complete...**

BLOCK_____ LOT_____ PERMIT #_____

ADDRESS_____

_____ Building Tech – Sub-Code Official Approval

_____ Electrical Tech – Sub-Code Official Approval

_____ Plumbing Tech – Sub-Code Official Approval

_____ Fire Tech – Sub-Code Official Approval

_____ Zoning Officer Compliance

_____ & Engineer Compliance Letter
_____ Or Exemption Letter

_____ Sealed Final Survey

_____ Engineer Final Compliance Letter

_____ GCSCD Approval (Soils)

_____ Request for CO

(_____ Request for TCO with Conditions: _____)

_____ GCDOH Well Approval

_____ GCDOH Septic Approval

_____ Board of Health _____ County _____ Local

_____ Water Meter Receipt (Monroe Municipal Utility Authority)

DGS 05/14/2013 rev.

TO APPLY for NEW BUSINESS In an EXISTING STRUCTURE

Complete the appropriate form and submit it with an approved Zoning Permit, and Board of Health approval when necessary. A fee will be charged at time of application.

The form may be found on the Township Website at www.monroetownshipnj.org under Online Forms.

SAMPLE of information you will need to complete the form:

Property Identification	
Block:	Lot:
Address:	
Suite or Unit #	
Who owns the Property:	
What is their Mailing Address:	
Phone #:	

Business Identification
Name of Business:
Business Phone #:
Federal Employee ID #:
Describe your business in detail:

Owner of the Business
____Property Owner or ____Tenant
Who owns the Business:
Is this an __ Individual or __Corporation?
What is their Mailing Address:
Business Owner Phone #:
If a Corporation, Name & Address of Agent:

Chapter 142. FIRE PROTECTION

[HISTORY: Adopted by the Township Council of the Township of Monroe as indicated in article histories. Amendments noted where applicable.]

GENERAL REFERENCES

Alarm systems — See Ch. **87**.

Numbering of buildings — See Ch. **104**, Art. IV.

Fire prevention — See Ch. **141**.

Article I. Key Lock Box System

[Adopted 12-11-2006 by Ord. No. O-52-2006]

§ 142-1. Fire Department repository unit required.

A. The owner or person in control of the following types of buildings shall install and maintain a Fire Department repository unit of a type approved by the Director of Public Safety and/or his/her designee:

- (1) Any apartment building or other rental building containing four or more residential living units and in which access to the building or to common areas or mechanical or electrical rooms within the building is denied through locked doors.
- (2) Any nonresidential building where a fire detection or suppression system is monitored by an alarm company or has an external audible alarm.
- (3) Any building or facility containing a quantity of hazardous materials which would require compliance with Title III of SARA (Superfund Amendment Reauthorization Act).
- (4) The provisions of this article are mandatory for the issuance of all business certificates of occupancy and shall be enforced by the Monroe Township Bureau of Fire Safety and/or his/her designee.

- B. Persons or entities who own existing buildings or structures which are subject to the requirements of this article shall have one year from the effective date of this article to comply with the requirements. Persons or entities who construct buildings or structures which would be subject to the requirements of this article shall comply with the requirements at the time of construction.

§ 142-2. Keys required.

The owner or person in control of buildings or facilities described in § **142-1** required to have a Fire Department repository unit shall cause to be placed in such repository unit a key to the following areas:

- A. Locked points of access in the exterior of the building or facility;
- B. Locked points of access to common areas, such as hallways or utility rooms, contained within such buildings or facilities;
- C. Locked mechanical rooms;
- D. Locked electrical rooms;
- E. All other locked areas, other than individual apartments or rented rooms, as directed by the Chief.

§ 142-3. Access to Fire Department repository unit.

The owner or person in control of any building or facility described in § **142-1** required to have a Fire Department repository unit shall be present, himself or through his agent, during access to such repository unit by the Fire Department except when the Fire Department has responded to an emergency at the property.-

§ 142-4. Rules and regulations.

The Chief may establish rules and regulations for the placement and maintenance of Fire Department repository units within the Township, including approved types of Fire Department repository units. Proposed rules and regulations will be submitted to the Township Council and filed with the Township Clerk and shall become effective 14 days after submission to the Township Council.

§ 142-5. Update of keys and information.

The owner or person in control of any building or facility as described in § **142-1** required to have a Fire Department repository unit shall do the following:

- A. Provide keys capable of access to such Fire Department repository units at all times to the Fire Department.
- B. Maintain current information of hazardous materials stored in the building or facility in the Fire Department repository unit or, if the volume of material is too large to place in the repository unit, shall file said information with the Chief.

§ 142-6. Enforceability.

The provisions of this article shall be enforced by the Monroe Township Bureau of Fire Safety and/or his/her designee.

§ 142-7. Limitation of liability.

The Township assumes no liability for any of the following:

- A. Any defects in the operation of the repository unit, of any keys contained within such repository unit or any information stored within the repository unit or otherwise provided to the Township;
- B. The failure or neglect to respond appropriately upon receipt of any alarm from an alarm system;
- C. The failure or neglect of any owner or person in control of a building or facility required to have a repository unit to provide access to the repository unit; or
- D. The security of any property required to have a repository unit due to access to the repository unit by any person.

§ 142-8. Violations and penalties.

- A. Any person or entity who shall be required to comply with this article and is found to be in violation of the provisions of this chapter, including all rules and regulations adopted by the Department of Public Safety shall, upon conviction for failure to install said device within 30 days of the initial inspection, be subject to a fine of \$250. In the event the device is not installed after the initial notice, the person or entity shall be subject to a fine of \$500 for every 30 days thereafter.

