

# New Business and Commercial Building Applicants

## A Helpful Guide

- Zoning Permit Application
- Business Questionnaire
- Non-Residential Development Fee Certification/Exemption
- 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

FAX: (856) 629-2143



**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 \***

**\* NO CASH OR CREDIT CARD \***

**OFFICE USE ONLY**  
\$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# \_\_\_\_\_

REQUESTED USE OF PROPERTY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK SITE:**

TOTAL SQ.FT. OF HOUSE: \_\_\_\_\_  
BLOCK \_\_\_\_\_    LOT \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SUITE/BUILDING # \_\_\_\_\_

PUBLIC SEWER \_\_\_\_\_    SEPTIC \_\_\_\_\_

**(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.

**This document is provided so you can type, print and submit to the zoning department.**

**WE DO NOT SAVE ANY INFORMATION TO THE WEB SITE.**

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

**SIGNATURE** \_\_\_\_\_

**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 \_\_\_\_\_

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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 # \_\_\_\_\_

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SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

**THIS DOCUMENT IS CONFIDENTIAL AND NOT FOR PUBLIC USE.**

**STATE OF NEW JERSEY  
NON-RESIDENTIAL DEVELOPMENT FEE CERTIFICATION/EXEMPTION**

**SECTION A (To be completed by developer):**

**Developer**

Name of Developer:			
Address:			
Phone:	Fax:	E-mail:	

**Property Location**

County:	Municipality:	Block:	Lot:	Qual.:	
Street Address:					
Date(s) on which Developer received preliminary and/or final site plan approval:					
Construction Permit Application Number:					
Date on which Developer first sought construction or demolition permit (section 37 of P.L. 2008 c.46):					

**Exempt From or Not Subject to Fee [Section Citation of P.L. 2008 c. 46(C. 40:55D-8.1 et seq.) Check one if appropriate**

<input type="checkbox"/> Non-profit Educational Purposes [35b] <input type="checkbox"/> House of Worship [35b] <input type="checkbox"/> Parking lots and structures [35b.(1)] <input type="checkbox"/> Non-profit hospital relocation or improvement [35b.(3)] <input type="checkbox"/> State, County, and local government buildings <input type="checkbox"/> Approval granted prior to July 1, 2013 [37a. (1,3-5)]	<input type="checkbox"/> Transit Hub [35b.(4)] <input type="checkbox"/> Transit Village [35b.(6)] <input type="checkbox"/> Transit Hub-Light Rail [35b.(5)] <input type="checkbox"/> Public amenity (recreational, community, senior centers) [35b.(2)] (Attach Planning Board approval) <input type="checkbox"/> Commercial Farm or Use Group U Buildings and Structures
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**Non exempt status [Section citation] Check one if appropriate**

<input type="checkbox"/> Prior payment or commitment for low and moderate income housing [37c]	Amount paid:	\$
<input type="checkbox"/> Non-residential planned development, subject to a development or redevelopment agreement entitled to a 1% fee [37a.(2)]		
<input type="checkbox"/> Full Fee Due (2.5%)		

IF AN EXEMPTION OR REDUCED PAYMENT AMOUNT IS CLAIMED, THE DEVELOPER SHOULD ATTACH SUBSTANTIATION FOR THE CLAIM.

**I, the undersigned, understand that this declaration and its contents may be disclosed or provided to the State of New Jersey and that any false statement contained herein may be punished by fine, imprisonment, or both. I further declare that I have examined this declaration and, to the best of my knowledge and belief, it is true, correct and complete.**

Signature of Developer:			
Name:			
Title:	Date:		

**SECTION B (To be completed by assessor):**

	Estimated			Final	
Assessed Value	\$	E1		\$	F1
Director's Ratio	%	E2		%	F2
Equalized Assessed Value	\$	E3		\$	F3
Existing Equalized Assessed Value – If new construction, use \$0.00/NA.	\$	E4		\$	F4
Amount on Which Fee is Calculated	\$	E5 (E3-E4)		\$	F5 (F3-F4)
<b>Non-residential Development Fee</b>	\$	E6 (E5 X 2.5%)		\$	F6 (F5 x 2.5%)

Signature of Assessor:	Date	
Name:	Exempt:	<input type="checkbox"/>

**SECTION C (To be completed by municipality)**

Payment Amount:	\$	Amount should equal E6 or F6
Payment received by ( name):		
Signature:		
Name:		
Title:	Date:	

**Terms Defined:**

“Non-profit educational purposes,” means property which is tax exempt pursuant to N.J.S.A. 54:4-3.6

An exempt “amenity” is an element “to be made available to the public, including, but not limited to, recreational facilities, community centers, and senior centers, which are developed in conjunction with or funded by a non-residential developer.” If claiming this exemption attach Planning Board approval.

"Urban transit hub" means property located within a 1/2 mile radius surrounding the mid point of a New Jersey Transit Corporation, Port Authority Transit Corporation or Port Authority Trans-Hudson Corporation rail station platform area. A property that is partially included within the radius shall only be considered part of the hub if over 50 percent of its land area falls within the radius. “Rail station” shall not include any rail station located in an international airport. Maps of Urban Transit Hubs can be found at

[http://www.njeda.com/web/Aspx\\_pg/Templates/Npic\\_Text.aspx?Doc\\_Id=888&menuid=1295&topid=718&levelid=6&midid=1175](http://www.njeda.com/web/Aspx_pg/Templates/Npic_Text.aspx?Doc_Id=888&menuid=1295&topid=718&levelid=6&midid=1175)

A “Transit Village” is an area in a municipality that has been designated by the State inter-agency Transit Village Task Force. More information on Transit Villages can be found at <http://www.state.nj.us/transportation/community/village/>.

**For Developers:**

Developer completes Section A (except Construction Permit Application number) and submits with Construction Permit Application. Prior to claiming an exemption, credit, or 1% fee, the Developer should review the referenced statute and verify that it applies. If a reduced fee amount (1%) or credit is being claimed, substantiation of the claim (dated prior to the effective date of the Act) shall be provided and attached to the certificate, i.e., the redevelopment agreement, general plan approval, developer’s agreement, or proof of prior commitment of payment toward low and moderate income housing.

**For Construction Official:**

Construction Official to verify that Section A is fully completed and that property and contact information are same as those on the construction permit application, and fills in “Construction Permit Application Number.” Construction Official verifies that the form is signed by the Developer. If accurate and complete, Construction Official forwards original form to Assessor. If not accurate and complete, Construction Official shall refuse to accept it and return it to the applicant. Copies of all forms where the Developer claims an exemption should be sent to the Department of Community Affairs, 101 S. Broad Street, P.O. Box 806, Trenton, NJ 08625 Attn: Non-Residential Development Fee Coordinator.

**For Assessor:**

If an exemption is claimed by the Developer, the Assessor shall determine if the claimed exemption is justified. If the property is exempt, the Assessor shall check the “exempt” box at the bottom of Section B, sign and provide the original signed Form N-RDF to the Construction Official and a copy to the Developer. If not exempt, the Assessor, based on review of plans and conceptualls submitted with Construction Permit Application, prepares estimated assessment of property. Assessor completes “Estimated” column of Section B (E1-E5) to determine estimated non-residential development fee due (E6). If the development is new construction, then E4 and F4 should equal \$0, if the development is situated on real property that was previously developed with a building, structure, or other improvement, E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction or demolition permit was first sought. Assessor provides a copy of the estimate to the Construction Official and the Developer, retains original. The Construction Official’s copy is filed in the Construction Permit Application File. Upon notification that the property is ready for a final assessment, the Assessor reviews the estimate, performs a final assessment and completes Section B, “Final” column (F1-F5) to determine final fee, F6.

**For Payment Recipient and Construction Official:**

Assessor signs and provides original to Construction Official, who files in the Construction Permit Application file; Assessor provides copy to the Developer for use when making payment. If the municipality has a COAH approved Housing Trust Fund and Spending Plan, payment is to be remitted to the town and Section C, to be completed as receipt of payment. If payment is being made through Treasury, Developer to input information electronically and receive confirmation in similar format. When preparing to issue Certificate of Occupancy (CO), Construction Official to compare Developer’s receipt to copy in Construction Permit File, and if they match, issues the CO. If the fee imposed is being contested, the payment must equal E6; if not contested, payment must equal F6. If payment does not match the final or the estimated fee, a CO will not be issued. (For a limited period after the enactment of P.L. 2008, c. 46, the amount listed in E6 and F6 may differ from the fee paid, if the Developer is entitled to a credit pursuant to section 37 c. of P.L. 2008 c. 46 or payment of a 1% fee pursuant to section 37 a. of P.L. 2008 c. 46). This credit or reduced fee will be indicated in Section A. Where payments are made to the State of New Jersey and the developer claims a 1% fee, or a credit for prior payments, payments should be remitted to Department of Community Affairs, Division of Codes and Standards, PO Box 802, Trenton NJ 08625-0802, Attn: Non-Residential Development Fee Coordinator.

# 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.
- Non-Residential Development Fee Certification (COAH).\*
- Survey Approved by Township Engineer.\*
- State, County, or Township Curb Opening Permit.\*
- State, County, or Township Road Opening Permit.\*
- Monroe Township or Gloucester County Utilities Authority Water & Sewer Connection Permits, or Well and Septic approvals from Gloucester County Health Department.\*
- Gloucester County Soil Conservation District Permit or Exemption.\*
- Gloucester County and Monroe Township Board of Health Department 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.

# 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)

# 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.

	<b>TOWNSHIP OF MONROE</b> CONSTRUCTION CODE OFFICE 125 VIRGINIA AVENUE, WILLIAMSTOWN, NJ 08094 James Morrison, Construction Official 856-728-9800 x 221	TEL (856) 728-9800 x 220 FAX (856) 629-2143
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## NEW BUSINESS WITH EXISTING USE GROUP

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	
<input type="checkbox"/> Property Owner or <input type="checkbox"/> Tenant	
Who owns the Business:	
Is this an <input type="checkbox"/> Individual or <input type="checkbox"/> Corporation?	
What is their Mailing Address:	
Business Owner Phone #:	
If a Corporation, Name & Address of Agent:	

I hereby attest, that to the best of my knowledge, all information on this application is true

SIGNED: \_\_\_\_\_  
 OWNER     AGENT

<p><u>OFFICE USE</u></p> <p>Control #: _____</p> <p>CCO #: _____</p> <p>Application Date: _____</p> <p>Zoning Permit #: _____</p> <p>Application OK: _____</p> <p style="font-size: small;">Initial      Date</p> <hr/> <p>Use Group _____  <small>(same UG \$100.00)</small></p> <p>Fee Paid \$ _____                  Check # / Cash _____</p>
<p><u>INSPECTIONS:</u></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small;">Building Date Passed</p> <p>By _____</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small;">Electric Date Passed</p> <p>By _____</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p style="font-size: small;">Plumbing Date Passed</p> <p>By _____</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small;">Fire Date Passed</p> <p>By _____</p> </div> <p>BOH Approved: _____</p> <p>Certificate Printed: _____</p>

## 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.