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
Bryan Glaze
856-728-9800, ext. 221

Zoning Officer
Rosemary Flaherty
856-728-9800, ext. 270

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

856-629-2143 FAX

Township of Monroe
Gloucester County, New Jersey

856-728-9800 ext. 289 or 296
(Fax) 856-629-2143
jrossi@monroetownshipnj.org
jdelconte@monroetownshipnj.org

Rosemary Flaherty
Zoning Officer/Director
rflaherty@monroetownshipnj.org

Check, Money Order, or Credit Card payable to *Monroe Township*
Residential Fee $20 Commercial Fee $75 Dumpster $75
Fee Exempt – Reason _____

OFFICE USE ONLY
Date Received _____
Zoning Control No._____ **Zone**_____

TOWNSHIP OF MONROE ZONING PERMIT APPLICATION

A Zoning Permit must be obtained prior to the erection, restoration, addition to, or alteration of **any** structure within the Township of Monroe, **prior to the issuance of a building permit.**

A copy of the original survey of the entire property must be provided and must show all existing structures and all proposed structures, including setback distances, and all property lines and easements, must be submitted with this application.

Block: _____ Lot: _____ Address: _____
Property Owner Name: _____
Owner Mailing Address: _____
Owner Phone #:_____ Fax #:_____ Email_____
Contact Name: _____ Phone #: _____ Email_____
Contact Address: _____

Payment of application fees is required with submission of application as follows:

I wish to build a: () Deck () Pool () Addition () Garage or Carport () Shed
() Porch () Generator () Sign () Solar () Solar Roof
() New House () Gazebo or Cabana () Patio (paver/concrete) () Ground Mount Solar
() Fence () Change in business use or occupancy
() Other-explain:_____

State whether any of the activities described above are conducted as a non-conforming use: _____

Has a variance been granted for the proposed work? Yes_____ No_____ File no. _____

Did you attach a copy of your **Survey / Plot Plan** as required? Yes_____ No _____

Utilities: check appropriate items: City Sewer_____City Water_____Well_____ Septic_____

Do you have a Homeowners Association or other organization? Yes _____ No _____
If yes, please attach written permission or a Declaration of No Jurisdiction from the Association.

Do any **Easements** exist on your property? Yes _____ No _____. If yes, what type _____
An Easement Agreement must be executed if the proposed fence is to be installed within an easement.

Certification in Lieu of Oath
I hereby certify that I am the agent (agent of) owner of record and am authorized to make the application. I further understand that it is the owner's responsibility to verify with the state that no wetlands and/or flood hazard areas or conservation easements are being disturbed by the proposed activity/activities. The owner is also responsible for any repairs that may result from patio/deck/pool installations/enlargements that encroach upon any easement.

Print Owner Name: _____ **Signature:** _____ **Date:** _____

Office use only: Paid Amount: _____ Check: _____ CC#: _____ Exp. Date:_____Received by: _____ Date:_____

Comments: _____

Approved_____ **Denied**_____ENGINEERING APPROVAL REQUIRED _____ ENGINEERING APPROVAL NOT REQUIRED _____

ZONING OFFICER_____Date_____ July 2018 Zoning App

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.

2/12/2019

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 point load 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, Bryan Glaze	ext. 221
Building Sub-Code Official , Lou Polillo	ext. 299
Electrical Sub-Code Official, Bryan Glaze	ext. 221
Plumbing Sub-Code Official, Steve D'Amico	ext. 502
Fire Sub-Code Official, Lou Polillo	ext. 299

02/12/2019

A Commercial Construction Permit is ready for a Certificate of Occupancy when the file is <u>complete</u>…

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)

<u>TAP 2/12/2019 REVISED.</u>

TOWNSHIP OF MONROE
CONSTRUCTION CODE OFFICE
125 VIRGINIA AVENUE, WILLIAMSTOWN, NJ 08094
Bryan Glaze, Construction Official
856-728-9800 x 221
bglaze@monroetownshipnj.org

Tara Park
Technical Assistant
TEL (856) 728-9800 x222
FAX (856) 629-2143
tapark@monroetownhsipnj.org

BUSINESS CO APPLICATION W/ NO CHANGE IN USE

Property Identification

Block: Lot:

Address:

Suite or Unit #

Who owns the Property?

What is their Mailing Address?

Phone #:

Business Identification

Name of 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?

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

BUS CO APP W/ SAME USE TP – 6/28/2018

OFFICE USE

Control #:

Application Date:

Zoning Permit #:

Application Complete:

Initial *Date*

*Use Group*_____

FEE - $168

*Fee Paid $*____

Check # / Cash

INSPECTIONS:

Building Date Passed

By

Electric Date Passed

By

Plumbing Date Passed

By

Fire Date Passed

By

BOH Approved:

Certificate Printed:

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.