

---

## PRIOR APPROVALS

1. **Zoning:** Pat Finley (856) 794-4000, ext. 4118
  - a. Zoning application with Plot Plan showing proposed construction.
  - b. Zoning fee payment.
  
2. **Construction Permits:** Must be submitted as a complete package included two sets of sealed plans.
  - a. City Water and Sewer (if applicable).
  - b. Prescriptive Package Worksheet (energy compliance).
  - c. Cumberland County Soil Approval, (856) 451-2422.
  - d. Wetlands.
  - e. Health Department (if applicable).
    - i. Rodent Inspection Approval.
    - ii. Septic Approval.
    - iii. Well Approval.
    - iv. Pre-opening inspections for food establishments.
  - f. COAH (if applicable).
  - g. Non-Residential Development Form and Approval (if applicable).
  - h. Mobile Home Park Approval (if applicable).
  - i. Mall Approval. (if applicable).
  - j. Must contact Sharon Flaim for requirements on recycling construction debris/material.
  
3. **Subcode Permit Complete Detail:** Required information on plans in addition to the floor plan and typical section, but limited to the following:
  - a. **Building:**
    - i. Use group.
    - ii. Construction type.
    - iii. Square footage of living area on each floor.
    - iv. Square footage of garage area.
    - v. Total cubic feet including the garage and porches.
    - vi. Designed occupancy load.
  - b. **Electric:** Wiring plan with all electrical information including panel schedule. Sealed permit application required.
  - c. **Plumbing:** Plumbing plan to show plumbing system which includes riser diagrams of water, gas, and drainage. Sealed permit application required.
  - d. **HVAC:** HVAC plans and sizing according to ACCA manual (J). Sealed permit application required.
  - e. **Fire:** Show fire stopping alarms, wood stoves, fire places, fuel supply, and emergency egress; floor plan.
  - f. **Note:** A Certificate of Occupancy will not be issued until we have engineering approval for any property with a septic system and/or well until the Health Department issues a Certificate of Approval for use, and a copy is supplied to our office. There is a 10 business day grace period after all finals are approved before the Certificate of Occupancy is issued.

**CONTACTS:**

- Kathy Hicks – (856) 794-4000, ext. 4616 (COAH)
- Jennifer Ketcham – (856) 691-0551, ext. 6294 (Sewer)
- Water Department – (856) 794-4000, ext. 4541
- Gary Lugiano – (856) 794-4000, ext. 4125 (Health/Septic)
- Rick Barsuglia – (856) 794-4000, ext. 4126 (Health/Well)
- Carolyn Fisher (856) 784-4000, ext. 4283 (Health/Food)
- Steve Wisneski – (856) 794-4000, ext. 4032 (Non-Residential Development/COAH)
- Sharon Flaim – (856) 794-4000, ext. 4085