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