



**PRIOR APPROVALS FOR NEW CONSTRUCTION**

1. **Zoning** - Pat Finley 856-794-4000#4118
  - o Zoning application with plot plan showing proposed construction
  - o Zoning fee \$47.00 (check or money order submitted with application)
  
2. **Construction Permits** - Must be submitted as a complete package including 2 set sealed drawings
  - o City Water & Sewer (if applicable)
  - o Prescriptive Package Worksheet (Energy Compliance)
  - o Engineering/Planning Release
  - o Cumberland County Soil Approval (856-451-2422)
  - o Wetlands (if applicable)
  - o Health Department Approval -
    - Septic and/or Well Approval
    - Food Establishments
  - o COAH / Non-Residential Form

Must contact Sharon Flaim-Recycling Coordinator for proper recycling of construction debris

3. **Subcode Permit Complete detail** - required information of plans in addition to the floor plan and typical section but limited to the following:
  - o Building-
    - Use Group
    - Construction Code
    - Occupancy Load
    - Square footing / Cubic feet
  - o Electric- Wiring plan, panel schedule and sealed permit
  - o Plumbing- Plumbing plan to show water, gas and drainage riser diagrams and sealed permit
  - o HVAC - Plans and sizing according to ACCA manual and sealed permit
  - o Fire - Show fire stopping, alarms, wood stoves, fireplaces, fuel supply, emergency egress

**NOTE - A Certificate of Occupancy will not be issued until we have all final approvals: Engineering Release, COAH/Non-Residential Fee, Water Utility, Health Dept. release which includes well and/or septic, Fire Prevention (if applicable) & Cumberland County Soil. 10 business day grace period after all finals are approved before the Certificate of Occupancy is issued.**

**CONTACTS:**

Planning - Kathy Hicks #4616

Landis Sewage Authority 856-691-0551

Water Utility - #4542

Septic - Derek Diantonio #4125

Engineering - Ryan Headley #4769

Health Dept. - Carolyn Fisher #4283

Recycling - Sharon Flaim #4085

Well - Samantha Kaur #4398