



Department of Code Enforcement & Inspections

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Cherry Hill NJ 08002

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**SUBMITTAL REQUIREMENTS FOR NEW ONE-AND TWO FAMILY DWELLINGS
AND
ADDITIONS TO EXISTING ONE- AND TWO-FAMILY DWELLINGS**

To streamline the construction permit application and plan review process for the construction of new one-and-two family dwellings and additions to existing one-and-two family dwellings, the following information and documentation should be submitted as a complete submittal package to the Cherry Hill Department of Code Enforcement. All submittals shall comply with the New Jersey Uniform Construction Code (N.J.A.C.

5:23, et seq.) To avoid delays in the process and review of your permit applications, be sure to submit all required information, documentation and plans along with your fully completed permit application forms.

PRIOR APPROVALS

(Found in N.J.A.C. 5:23-2.15 (A) 5.)

1. Approval from the Cherry Hill Township Department of Community Development. This includes any zoning, planning board, and housing impact fee requirements. (856-488-7870)
2. Approval from the Camden County Department of Health for septic sewer system (856) 374-6064). Approval is also required if the work involves an addition to an existing dwelling with a septic system
3. Potable water wells: If a well will be used for the potable water supply you must obtain approval from the Camden County Department of Health (856-374-6064) s.
4. Demolition Work: If the project involves the complete demolition of a building, submit utility release letters, asbestos abatement documentation, and the utility markout number ("Dig Number" – 1-800-272-1000). Also include
5. For new dwellings a sewer connection permit from the Camden County Municipal Utilities Authority. (CCMUA 856-541-3700)
6. Projects involving New Jersey Department of Environmental Protection regulated "wet lands".
7. An approved set of plans or an exemption letter from the Camden County Soils Conservation District (856) 767-6299.

CONSTRUCTION PLANS

(Found in N.J.A.C. 5:23-2.15)

8. Submit three complete copies of the plans, specifications, calculations, and other supporting documents for all subcodes. All construction documents must be Signed and sealed (raised seal) by a New Jersey Licensed Architect or Professional Engineer OR, if prepared by the homeowner, all plans must be signed by the homeowner. Plumbing plans, electrical plans, and mechanical plans may be prepared by a New Jersey Licensed Master Plumber, Licensed Electrical Contractor, and mechanical contractors, respectively, in accordance with the New Jersey Uniform Construction Code.
9. Builders of a new dwelling must present their original New Jersey Builder's

Registration Card with the permit application. A copy of the Builders Registration Card will be made by this office and returned.

10. For projects that required Cherry Hill Department of Community Development Approval, submit two copies of the approved site plan that included an approved Grading plan.
11. For projects that did not require approval from the Cherry Hill Department of Community Development or did not include an approved grading plan or for Any additions that disturb more than 500 square feet of ground, submit three Copies of the grading plan.
12. Completed building subcode permit application.
13. Use Group (R-5), and Construction Classification
14. Construction plans shall consist of a scale drawing showing foundation, floor plans, And elevations, including structural framing notes for all floors, ceilings, and roofs. Include a cross section through a typical wall showing construction details from The footing to and including the roof framing. Include a detail/design of any required Fire rated assembly (garage walls and ceilings and dwelling separation walls). Two Sets of signed and sealed truss drawings and truss layout drawings, hanger and hardware specs, and engineering calculations for engineered wood beams be submitted.

ELECTRICAL SUBCODE DOCUMENTS

15. Completed electrical subcode application either signed and sealed by a New Jersey Licensed Electrical Contractor OR the homeowner.
16. Electrical plans indicating lighting, receptacles, motors and equipment, smoke detectors, service entrance locations, size and type (overhead or underground), panel size and location (avoid locating panel in a fire rated wall) and number of proposed circuits. Include a symbol legend.
17. Verify that the AIC ratings of the new main disconnect is adequate for the existing or proposed utility transformer.

PLUMBING SUBCODE DOCUMENTS

18. Completed plumbing subcode application either signed and sealed by a New Jersey Licensed Master Plumber OR the home owner.
19. Plumbing floor plans.
20. Plumbing riser diagrams (Drain, Waste, Vent) and water supply diagrams.
21. Gas pipe riser diagrams, including the diameters of the piping, lengths of the Pipe runs and the BTU's of the gas fired appliances.

FIRE PROTECTION SUBCODE DOCUMENTS

22. Completed fire protection application for the smoke detectors and fuel fired appliance NOT connected to the plumbing system.

MECHANICAL SUBCODE DOCUMENTS

23. Mechanical plans showing all mechanical and HVAC equipment, location, size, and type of heating unit, distribution method (duct work, etc.,) design rates, safe-guards, and location, type and size of the flue(s).

Below is the list of the model codes adopted by the State of New Jersey as part of the Uniform Construction Code (N-J 5:23-3). Several of these model codes were modified by the State as part of the adoption process. Applicants should thoroughly examine these modifications to insure that their plans and construction documents, as submitted, comply with the New Jersey Uniform Construction Code. Copies of the Uniform Construction Code (The Blue Book) can be obtained from the New Jersey Department of Community Affairs at 609.984.0040.

**NEW JERSEY UNIFORM CONSTRUCTION CODE
MODEL CODE ADOPTIONS**

EFFECTIVE JULY 6, 1998
REVISED JUNE 12, 2007

The State of New Jersey adopted the following model codes as part of the New Jersey Uniform Construction Code. Several of these model codes were substantially modified by the State. All applicants are advised to thoroughly examine all model code modifications to insure that their plans and construction documents, as prepared and submitted, comply with ALL model code modifications.

Construction Work in Existing Buildings

All plans and documents for work in existing buildings shall be prepared in accordance with the New Jersey Rehabilitation Subcode, (N.J.A.C. 5:23-6.1, et. seq.).

MODEL CODE ADOPTIONS

Building Subcode	International Building Code, New Jersey Edition/2006 (Effective 08-20-2007)
Plumbing Subcode	National Standard Plumbing Code/2006 (Effective 08-20-2007)
Electrical Subcode	National Electrical Code/2005
Fire Protection Subcode	International Building Code, New Jersey Edition/2006 (Effective 08-20-2007) National Electrical Code/2005 International Mechanical Code/2006 (Effective 08-20-2007) International Fuel Gas Code/2006 (Effective 08-20-2007)
Mechanical Subcode	International Mechanical Code/2006 (Effective 08-20-2007) International Fuel Gas Code/2006 (Effective 08-20-2007)
Energy Subcode	International Energy Conservation Code/2006 (Effective 08-20-2007)
ASHRAE/IESNA 90.1-2004 (Commercial)	
Accessibility Subcode	N.J.A.C. 5:23-7.1 et. seq. ICC/ANSI A117.1, 2003 (Effective 05-07-2007)
One and Two-Family Dwelling Subcode	International Residential Code, New Jersey Edition/2006 (Effective 08-20-2007)

All modifications can be found in the New Jersey Uniform Construction Code, Subchapter 3 (N.J.A.C. 5:23-3). You may obtain a copy of the New Jersey Uniform Construction Code by contacting the New Jersey Department of Community Affairs at 609.984.0040.