

**TOWNSHIP OF CHERRY HILL**  
DEPARTMENT OF CODE ENFORCEMENT AND INSPECTIONS

820 MERCER STREET – ROOM 205  
CHERRY HILL NJ 08002  
TEL: 856-488-7855 \* FAX 856-486-4575

**SUBMITTAL REQUIREMENTS FOR NEW  
COMMERCIAL PROJECTS**

To streamline the construction permit application and plan review process for the construction of commercial projects, 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. 5:232.15(a) 5.)

1. Approval from the Cherry Hill Township Department of Community Development. This includes any zoning, planning board, signage, and impact fee requirements. (856-488-7870)
2. If the project requires review and/or approval by the New Jersey Department of Community Affairs, or any other state agency, submit two complete copies of the state approved plans. These plans will be stamped and approved by the appropriate state agency.
3. Approval from the Camden County Department of Health:
  - For restaurants and related food handling establishments. (856-374-6052)
  - For septic sewer system approval. (856-374-6064)
4. Demolition Work: For complete demolition of a building, submit utility release letters, asbestos abatement documentation, and the utility mark out number ("Dig Number").  
Dig Number: In New Jersey 1-800-272-1000; Out of State 1-908-232-1232.
5. Sewer connection permit from the Camden County Municipal Utilities Authority. Any project that involves new structures, additions to existing structures, or a change of use that increases the daily sewer flow (Gallons per Day) requires a sewer connection permit. (CCMUA 856-541-3700)
6. Projects involving New Jersey Department of Environmental Protection regulated underground storage tanks require appropriate DEP approvals or notice. Also, a copy of the contractor's and "Individual in Charge" DEP certification shall be submitted with the construction permit application.
7. An approved set of plans or 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.
9. Submit two copies of the approved site plan for projects that require Cherry Hill Department of Community Development approval.

## **BUILDING SUBCODE DOCUMENTS**

10. Completed building subcode permit application.
11. Use Group, Type of Construction (IBC Chapter 6)), and Height and Area Limitations (IBC Table 503).
12. Arrangement of Egress and Occupant Load (IBC Section 1003).
13. Foundation, floor, roof, and structural plans.
14. Fire resistance rating of all structural elements and supporting data/approved designs.
15. Structural Design. (IBC Chapter 16)
16. Foundation and soils investigation.
17. Barrier Free design details and compliance (New Jersey Barrier Free Subcode, N.J.A.C. 5:23-7).
18. Door, window, and finish schedules.
19. Partition schedules.

## **ELECTRICAL SUBCODE DOCUMENTS**

20. Completed signed and sealed electrical subcode application by a New Jersey Licensed Electrical Contractor. Applications for telecommunication work shall be signed and sealed by a New Jersey Licensed Electrical Contractor OR the contractor shall have a "Telecommunication Wiring Exemption Certificate" issued by the New Jersey Board of Electrical Examiners. (973-504-6410)
21. Electrical power, telecommunication, security, alarm, HVAC controls, and lighting plans.
22. Single line electrical plans.
23. Verification that the AIC ratings of the existing main disconnect is adequate for the existing or proposed utility transformer.
24. ASHRAE/IES 90.1-1999 calculations.
25. Electrical equipment schedule.

### **PLUMBING SUBCODE REQUIREMENTS**

26. Completed signed and sealed plumbing subcode application by a New Jersey Licensed Master Plumber.
27. Plumbing floor plans.
28. Plumbing riser diagrams (DWV) and water supply diagrams.
29. Plumbing equipment schedule.
30. Gas pipe riser diagrams, including the diameters of the piping, lengths of the pipe runs and the BTU's of the gas fired appliances. If CSST tubing is used, provide the EHD's and manufacturers specs for the tubing.

### **FIRE PROTECTION SUBCODE REQUIREMENTS**

31. Completed fire protection application.
32. Fire sprinkler plans, specifications, equipment cuts, and hydraulic calculations. Fire sprinkler systems shall be designed in accordance with NFPA 13, 13R and 13D-1999 editions.
33. Fire alarm plans, specifications, equipment cuts, and battery calcs. Construction documents shall be submitted as per IBC, Section 907.1.1, Fire alarm systems shall be designed in accordance with NFPA 72-1999.
34. Special suppression systems: Two sets of plans, specifications and calculations. Systems shall be designed in accordance with the latest edition of the NFPA National Fire Code.
35. Kitchen exhaust hood systems: Two sets of hood shop drawings and suppression system drawings. Hood systems shall be designed in accordance with International Mechanical Code, 2003 edition.

### **MECHANICAL SUBCODE REQUIREMENTS**

36. Mechanical plans showing all mechanical and HVAC equipment.
  37. HVAC and other mechanical equipment schedules.
  38. Indoor air quality calculations.
- Note: There is NO mechanical subcode application form for commercial projects.

### **ELEVATOR SUBCODE REQUIREMENTS**

39. Completed elevator subcode application.
40. Two sets of elevator plans.