

**Township of Cherry Hill**  
Department of Code Enforcement and Inspections  
FRED KUHN, DIRECTOR  
820 Mercer Street – Room 205  
Cherry Hill NJ 08002  
TEL: 856-488-7855 \* Fax: 856-486-4575

**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).
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 (“NJ One Call” – 811 or 1-800-272-1000).
5. For new dwellings a sewer connection permit from the Camden County Municipal Utilities Authority. (CCMUA 856-541-3700)
6. An approved set of plans or an exemption letter from the Camden County Soils Conservation District <https://www.camdenscd.org/> (856) 767-6299.

**CONSTRUCTION PLANS**

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

7. Submit three (3) 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 and the Certificate in Lieu of Oath completed on application. 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.

8. Builders of a new dwelling must provide a copy of their New Jersey Builder's Registration Card with the permit application.
9. 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.
10. Any additions that disturb more than 500 square feet of ground, submit three (3) copies of the grading plan.
11. Completed building subcode permit application.
12. Use Group (R-3 or R-5), and Construction Classification
13. 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(2) 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**

14. Completed electrical subcode application either signed and sealed (raised) by a New Jersey Licensed Electrical Contractor OR the homeowner.
15. 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.
16. Verify that the AIC ratings of the new main disconnect is adequate for the existing or proposed utility transformer.

### **Plumbing Subcode Documents**

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

## **FIRE PROTECTION SUBCODE DOCUMENTS**

21. Completed fire protection application for the smoke alarms, carbon monoxide alarms and fuel fired appliances NOT connected to the plumbing system.

## **MECHANICAL SUBCODE DOCUMENTS**

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

The model codes adopted by the state of New Jersey as part of the Uniform Construction Code NJAC 5:23 may be found;

Adopted model codes - <https://www.nj.gov/dca/divisions/codes/codreg/#2>

NJ UCC - <https://www.nj.gov/dca/divisions/codes/codreg/ucc.html>

NJ DCA Code and Standards (609) 292-7899 main