

Codes and Standards Permitting Procedures

User Guide

August 2021



RUTGERS

Institutional Planning
and Operations

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Key Information

1. Work on any property owned by Rutgers University requires a permit.



STOP: Work may never begin without a permit and all prior approvals. Follow this guide to request a permit before starting any project.

This guide will cover the permitting process for

- Building permits
- Electrical permits
- Elevator permits
- Fire permits
- Plumbing permits
- Mechanical permits

2. All parties involved in requesting any of the above permits should become familiar with the details in this guide.



KEY: Rutgers employees are encouraged to share this guide with vendors. Incorrect or incomplete **Permit Packets** will be returned, and the permit will be delayed until the packet is completed correctly.

3. Any questions should be directed to one of the following:

Scott Luthman: Code Official, Office of Codes and Standards

E: scott.luthman@rutgers.edu

P: 848-202-0333

Bill Fox: Sr. Department Administrator, Office of Codes and Standards

E: william.fox@rutgers.edu

P: 848-202-2212



CAUTION: The **Permit Number** and Building Name must be in the subject line of the email. Absence of this information will delay issuing of the permit.

Key Terms

Permit Packet

All of the required documents that must be submitted when requesting a permit. Each **Permit Packet** requires:

- A completed **Jacket**
- Completed **Tech Sheets**
- 2 copies of **signed and sealed Drawings**, both signed by a Rutgers University Architect

Every form in the **Permit Packet** must include the following information:

- Building number
- Building name
- Building address
- Room number (if applicable)
- Rutgers University Project Manager name, phone number, and email



CAUTION: Failure to provide any of the above materials will automatically result in a denied permit.

Jacket

Required as part of each permit packet. It is required for all types of work and must be submitted for every project. It is formally known as the **Construction Permit Application** and labeled by the **DCA** as form **F100**.

When requesting work to an ongoing job, a new **Jacket** does not need to be submitted, only appropriate **Tech Sheets** need to be submitted.

Tech Sheet

Required as part of each **Permit Packet**. They offer more specific information about the type of work being done and there are different sheets for each building discipline. The **DCA** labels the forms as **F110, 120, 130, 140, 145, and 150**.

DCA Name	Full Name
F110	Building Subcode Technical Section
F120	Electrical Subcode Technical Section
F130	Plumbing Subcode Technical Section
F140	Fire Protection Subcode Technical Section
F145	Mechanical Inspection Technical Section
F150	Elevator Subcode Technical Section

Drawings

Visual representations of the type of work that is being done and required as part of every **Permit Packet**. They are not data sheets about the work, but data sheets may be submitted as part of the **Permit Packet**. **Drawings** must be **signed and sealed** by a Rutgers University Architect.

Signed and Sealed

Refers to **Drawings** and required **Tech Sheets** that have been reviewed and signed by a licensed architect or engineer who have affixed their seal to confirm authenticity.

Permit Number

A number issued by the Office of Codes and Standards after the **Permit Packet** is approved. Keep this number for your records since it tracks the permit and all associated documents.

UCC

The **Uniform Construction Code** sets standards for construction to protect the public's health, safety, and welfare.

Learn more about the UCC [here](#)¹.

DCA

The **New Jersey Department of Community Affairs**.

Learn more about the DCA [here](#)².

Construction Official

Serves as the chief administrator of the enforcing agency. In this case, the Office of Codes and Standards at Rutgers University is the **Construction Official**. The official establishes the day to day operating routines of the agency and coordinates activities with the **Sub Code Official**.

Sub Code Official

Enforces the provisions of those subcodes for which they are responsible.

¹ https://www.nj.gov/dca/divisions/codes/publications/pdf_ucc/UCC_gen_info.pdf

² <https://www.nj.gov/dca/about/>

Inspection Terms

Inspections

An analysis of work to determine if it has been completed according to the **UCC**. Depending on the type of work, there will be a different series of inspections required.

Rough Inspection

Inspections done while work is in progress.

Final Inspection

Done when all work has been completed. A **Final Inspection** is for either a **Certificate of Approval (CA)**, **Certificate of Occupancy (CO)**, or a **Temporary Certificate of Occupancy (TCO)**.

Building Inspections

Each of the following **Inspections** are required for the **Building Inspection**:

- Footing (bottom of footing before the placement of concrete)
- Foundation
- Slab
- Frame
- Insulation
- Above ceiling
- Barrier free
- Final

Plumbing Inspections

Each of the following **Inspections** are required for the **Plumbing Inspection**:

- Slab
- Rough
- Above ceiling
- Sewer connection
- Water connection
- Gas piping
- Trench
- Air and waterway tests
- Final

Electrical Inspections

Each of the following **Inspections** are required for the **Electrical Inspection**:

- Rough
- Above ceiling
- Trench
- Service
- Final

Fire Inspections

Each of the following **Inspections** are required for the **Fire Inspection**:

- Above ceiling
- Suppression
- Air and water tests
- Fire alarm
- Final

Approval Terms

Certificate of Approval (CA)

Serves as notice that the work completed has been constructed or installed in accordance with the **UCC** and is approved. This certificate is given for renovations to an existing structure.

Certificate of Occupancy (CO)

Serves as notice that the said building or structure has been constructed in accordance with the **UCC** and is approved for occupancy. This certificate is given for newly constructed buildings or additions to an existing structure.

Temporary Certificate of Occupancy (TCO)

Serves as notice that the said building or structure has not been fully constructed in accordance with the **UCC** and is approved only for temporary occupancy.

A list of conditions that must be met is provided and all issues must be resolved before the given date. Failure to resolve the issues or meet the given date may result in an immediate order to vacate.

Frequently Asked Questions (FAQs)



KEY: All paperwork must be properly filled out, printed, and signed.

Permit Packet Packet FAQs

1. Where do I download the **Permit Packet**?

Access the [Office of Codes and Standards](https://ipo.rutgers.edu/codes-and-standards)³ website to download the **Jacket** and appropriate **Tech Sheets**.

2. What is required in the **Permit Packet**?

- The Construction Application (**Jacket**)
- A copy of each **Tech Sheet**
- 2 copies of **signed and sealed Drawings**, already signed by the University Architects

3. What if the **Permit Packet** is missing information?

If the **Permit Packet** is missing information, it will automatically be rejected and work may not begin. All required information is important.

For example, including the Rutgers University Project Manager's name and number on each form ensures that the inspectors can reach out for any questions or issues.

4. Why is an address needed if the building name and number are on all forms?

Often, Contractors and even Rutgers personnel are not sure about building information. For example, the address may be known locally by a side street; however, the correct address could differ. Accurate building name, number, and address will ensure the inspectors find the correct building.

5. When and what type of **signed and sealed Drawings** are required?

Drawings should present the type of work that is being done; they are not data sheets about the work, but data sheets may be submitted as part of the packet.

Drawings should be submitted to the Rutgers University Architect for signed approval. Once approval has been given, the **Drawings** will go into review by the **Sub Code Officials**.

³ <https://ipo.rutgers.edu/codes-and-standards>

6. Which **Tech Sheets** must be sealed?

Plumbing and electrical **Tech Sheets** must be signed and sealed. All other **Tech Sheets** must be signed and are not required to be sealed.

7. What happens if the **Drawings** are not signed?

If the **Drawings** are not signed by a Rutgers University Architect, the permit will be denied and the project will be delayed.

Submission and Fees FAQs

1. Are fees required?

Fees are not charged to any Rutgers University operated building or department. The only instance where fees are charged involves a for-profit tenant renting space from the university. In this situation, a Permit Fee and a Permit Review Fee are charged.

2. How do I submit the **Permit Packet**?

All submitted **Permit Packets** must include all appropriate **Tech Sheets**. If there is additional work planned for later, and the **Tech Sheets** are not ready at this time, you must notify the Office of Codes and Standards upon submittal.

Submissions can be made in-person or via mail to:

William (Bill) Fox

33 Knightsbridge Road, 3rd Floor, West Wing

Piscataway, NJ 08854

3. If the Contractor is working in multiple buildings, will multiple permits be required?

For each project, there must be a separate **Permit Packet** consisting of a **Jacket** and appropriate **Tech Sheets**. This means each location receives its own permit.

If the Contractor is doing work in several rooms on the same floor, those packets may be grouped together.

4. What is the procedure once a **Permit Packet** is received?

Once a **Permit Packet** is received, the **Drawings** are reviewed by a **Sub Code Official**. Once approved, a **Permit Number** is issued and work begins. If the **Drawings** are not approved, they are returned for changes.

5. What is the procedure if work is being added to an open permit?

Only the appropriate **Tech Sheets** and new **Drawings** need to be submitted for additional work on an open permit. No **Jackets** need to be submitted.

Upon submittal, notify the Office of Codes and Standards that this is part of an existing permit and provide the **Permit Number**.

Inspection FAQs

1. Who calls for an inspection?

When the Contractor completes a portion of the work, the Contractor or the Rutgers University Project Manager will [contact](#)⁴ the Office of Codes and Standards.

2. What if the work will not be ready for the inspection?

All work must be completed before scheduling an inspection. If the work is not ready, [contact](#) the Office of Codes and Standards to reschedule as soon as possible.



NOTE: When inspectors go to a site that is not yet ready, it prevents them from going to another project where they are needed.

3. Who should be present for inspections?

Either the Rutgers University Project Manager or the General Contractor should be at the inspections.

The results will be shared immediately following an inspection. If corrections are required, it may be feasible to complete some while the inspector is still present.

4. Before Final Fire Inspection, what is required to be completed?

All other final inspections must be completed prior to the Final Fire Inspection. This is always the last inspection since construction dust can interfere with tests.

All pre-tests and reports must be completed and submitted. This includes the 200 psi/2-hour test on the water service line.

⁴ william.fox@rutgers.edu

5. Who must be present for Fire Inspections?

The following people must be present:

- The Electrical Contractor
- A representative from the fire alarm company
- A representative from the sprinkler company (if applicable)
- Rutgers University Project Manager



NOTE: The Rutgers University Project Manager schedules the appointment with the fire alarm company.

6. What happens if my project does not pass inspection?

When the rough inspection doesn't pass, the Office of Codes and Standards records the inspection as "Did not pass."



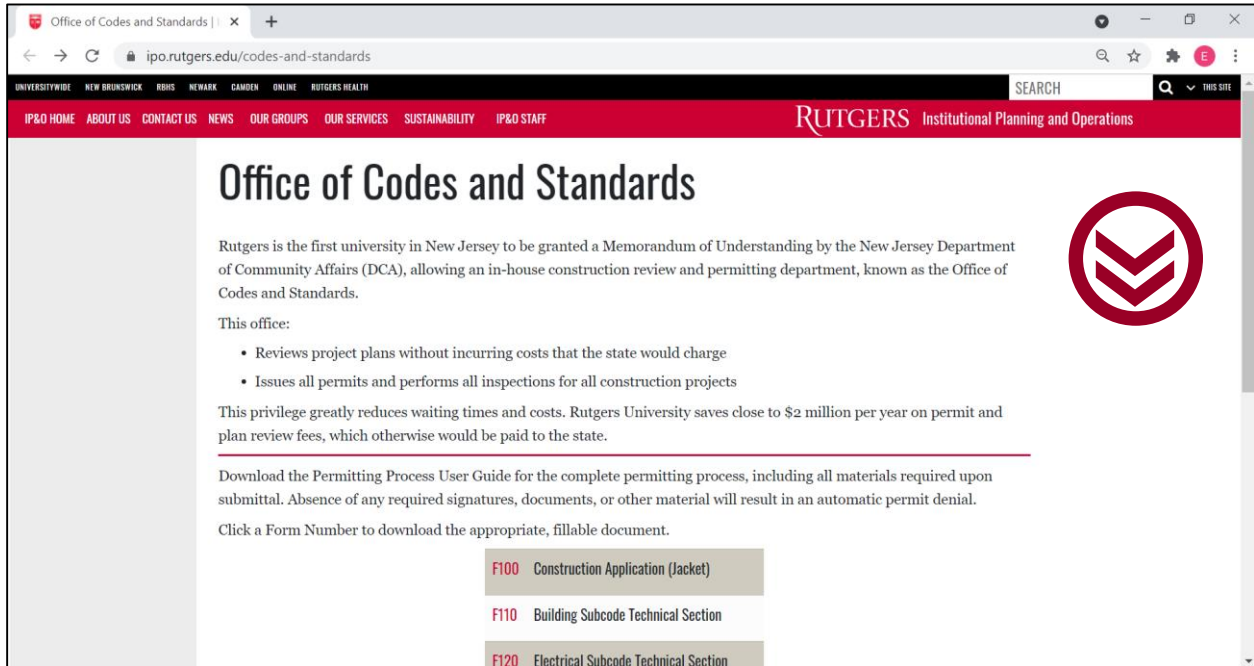
STOP: New work cannot begin until this work is corrected. Once the work is corrected, the Rutgers University Project Manager or Contractor must [contact](#)⁵ the Office of Codes and Standards for re-inspection.

It is the responsibility of the Rutgers University Project Manager to reschedule all inspections.

⁵ william.fox@rutgers.edu

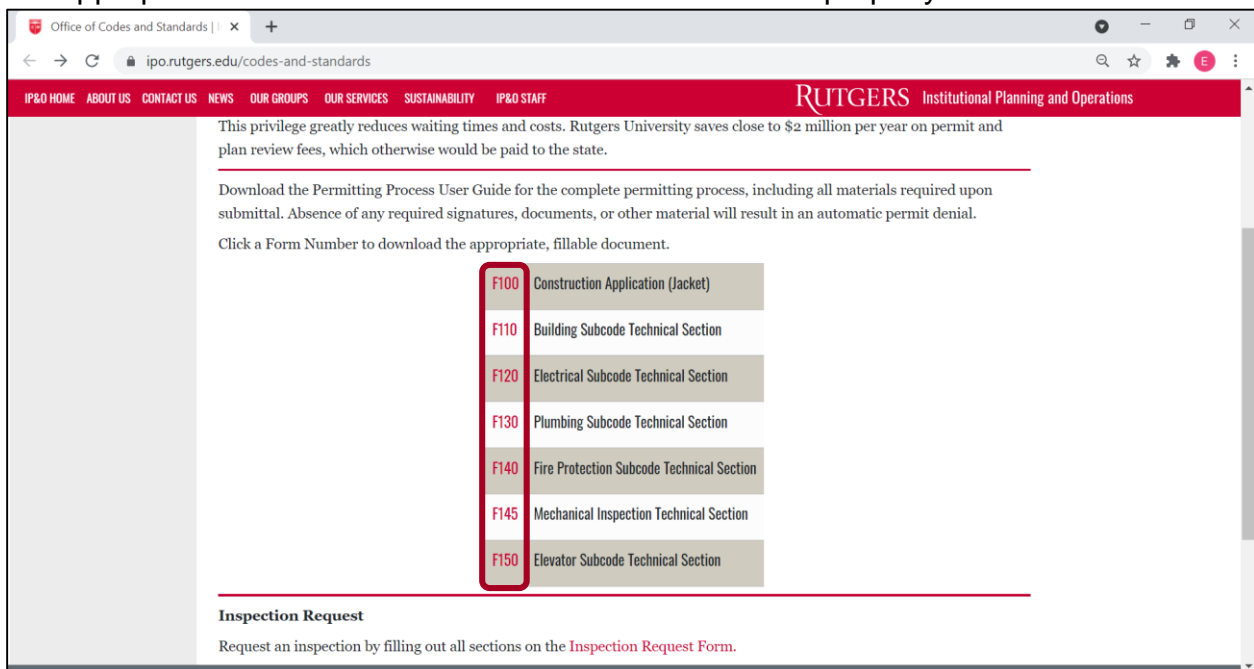
Downloading the Jacket and Tech Sheets

1. Navigate to the [Office of Codes and Standards](https://ipo.rutgers.edu/codes-and-standards)⁶ website and scroll down .



2. Select the appropriate form.

A fillable PDF of the selected form will open in a new tab. Follow the steps in the appropriate section of this User Guide to learn how to properly fill out each form.



⁶ <https://ipo.rutgers.edu/codes-and-standards>

F100: Construction Permit Application (Jacket)





KEY: Each project requires a **Jacket**. Only certain sections and pages of the **Jacket** must be filled out. Read the following steps carefully.

1. After downloading the **Jacket**, fill out the appropriate grey highlighted areas in the PDF. Click in the grey area to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side  or down  to view the entire document.
3. Some of the information will be the same as the accompanying **Tech Sheets**, ensure ALL overlapping information is correct on all forms. If the overlapped information does not match, the permit will be denied.
4. Skip the top line of information, including: **BLOCK, LOT, QUALIFICATION CODE, ADDRESS (SITE), PERMIT NO.**

The screenshot displays the 'CONSTRUCTION PERMIT APPLICATION' form. Key sections visible include:

- IDENTIFICATION:** Fields for Proposed Work Site, Name of Owner in Fee, Ownership in Fee (Public/Private), Principal Contractor, and Responsible Person in Charge.
- PROPOSED WORK:** Checkboxes for Minor Work, New Building, Addition, Alteration, Renovation, Demolition, Reconstruction, and Annual Permit.
- SUBCODES:** A table for listing building subtypes (Building, Electrical, Plumbing, Fire Protection, Elevator) with columns for Est. Cost, Plans, Date Rec'd, Inspection Date, Approval Date, Re-inspection Date, Re-inspection Fee, and Re-inspection Fee.
- DESCRIPTION OF BUILDING USE:** Sections for Residential (A) and Non-Residential (B) use, including State Specific Use, Use Group, and Construct Classification.
- DOES OR WILL YOUR BUILDING CONTAIN ANY OF THE FOLLOWING?:** A checklist for various systems like Elevators, Refrigerators, Sinks, etc.

6. **IDENTIFICATION:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Proposed Work Site at	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Name of Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Ownership in Fee	Skip this section.	✗
Principal Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓
Architect or Engineer	Enter the Project Designer's Company Name and Address. Enter the Company's Representative's Name, Phone, Email, and Fax.	✓
Responsible Person in Charge once Work has Begun	Enter the General Contractor's Representative Name, Phone, and Fax.	✓

A sample form is filled out below.

7. **PROPOSED WORK:** Skip this section.

- SUBCODES:** Check the appropriate boxes and enter the applicable amounts in each row. The **Total Cost** will autopopulate. If it does not autopopulate, enter the appropriate number.



HINT: The **Est. Cost** of each item must match the **Total Cost** on the appropriate **Tech Sheet**. If the **Est. Cost** for **Electrical** is \$20,000 then the **Total Cost** for all **Electrical Subcode Technical Sheets** submitted should equal \$20,000.

An example form is filled out below.

Subcode	Est. Cost
Building	55,000
Electrical	20,000
Plumbing	60,000
Fire Protection	80,000
Elevator	25,000
TOTAL COST	\$240,000

- PLAN REVIEW:** Skip this section.
- DOES THE BUILDING CONTAIN ANY OF THE FOLLOWING?:** Skip this section.
- FEE SUMMARY (for office use only):** Skip this section.
- BUILDING/SITE CHARACTERISTICS:** Skip this section.
- DESCRIPTION OF BUILDING USE:** Skip this section.
- On page 2, the **CERTIFICATE IN LIEU OF OATH** can be filled out by either the Rutgers University Project Manager or the General Contractor. Follow the steps appropriate to your role.



NOTE: Only one section of this page must be filled out. For example if the **OWNER SECTION** is completed, the **AGENT SECTION** may be left blank.

a. For a Rutgers University Project Manager: Fill out the **OWNER SECTION** by checking the appropriate boxes.



CAUTION: After printing the document, remember to sign and date in the area below. Electronic signatures are not accepted. Failure to properly sign and date will result in a denied permit.

An example form is filled out below.

CERTIFICATION IN LIEU OF OATH

I. **OWNER SECTION** (to be completed if the applicant is the owner in fee)

I hereby certify that I am the owner in fee of the property listed on Page 1.

Mark the following applicable boxes:

A. I further certify that a new home (private residence) will be constructed on this property for my own use and occupancy. This dwelling is to be occupied by myself and is not to be used for any purpose other than single family residential use. I attest that all construction, plumbing, or electrical work will be done, in whole or in part, by me or by subcontractors under my supervision, in accordance with all applicable laws, and, I further acknowledge that said new home is not covered under the New Home Warranty and Builders Registration Act (N.J.S.A. 46:38-1 et seq.) and that such fact shall be disclosed to any person purchasing this property within ten years of the date of issuance of a certificate of occupancy.

I UNDERSTAND THAT IN MARKING BOX A, I ACKNOWLEDGE THAT I AM ASSUMING RESPONSIBILITY FOR THE WORK DONE ON SAID PROPERTY, THE CONDITION OF THE PROPERTY PRIOR TO, DURING AND AFTER ANY WORK PERFORMED, AND FOR THE PERFORMANCE OF THE SUBCONTRACTORS' HIRE, EMPLOY, OR OTHERWISE CONTRACT OR WITH WHOM I MAKE AGREEMENTS TO PERFORM WORK. I AM VOLUNTARILY AND KNOWINGLY ASSUMING THIS RESPONSIBILITY.

B. I further certify the following as required by the New Jersey Uniform Construction Code, N.J.A.C. 5:23-2.15(1).i:
I personally prepared the plans submitted for: 1) the new home referred to in A.; or, 2) an addition, alteration, renovation, or repair to an existing single family residence owned and occupied by myself and located on the property listed on Page 1; or, 3) a new structure that will be physically separate from, but that will be deemed part of, an existing single family residence that is owned and occupied by myself and located on the property listed on Page 1.

C. I further certify that I will perform or supervise the following work:
C.1. Building C.2. Fire Protection
I further certify that I will perform the following work:
C.3. Electrical C.4. Plumbing

D. I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Signature _____ Date _____

I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(d): the proposed work is authorized by the owner in fee, and I have been authorized by the owner in fee to make this application as his agent.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I understand that if any of the above statements are willfully false, I am subject to punishment.

Check if contractor

Agent Name _____
Address _____

b. For a General Contractor: Fill out the **AGENT SECTION**.

Check the **Check if contractor** box and fill out the **Agent Name, Address, and Telephone**.



NOTE: Do not check either the **Lead Hazard Abatement** or the **Home Elevation** boxes (located under the signature area). REHS will handle this.



CAUTION: After printing the document, remember to physically sign and date in the area below. Electronic signatures are not accepted. Failure to properly sign and date will result in a denied permit.

A sample form is filled out below.

single family residence that is owned and occupied by myself and located on the property listed on Page 1.

C. (X) I further certify that I will perform or supervise the following work:
C.1. (X) Building C.2. (X) Fire Protection
I further certify that I will perform the following work:
C.3. (X) Electrical C.4. (*) Plumbing

D. (X) I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.

I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.

I understand that if any of the above statements are willfully false, I am subject to punishment.

ii. **AGENT SECTION** (to be completed if the applicant is not the owner in fee)
I hereby certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(d): the proposed work is authorized by the owner in fee, and I have been authorized by the owner in fee to make this application as his agent.
I further certify the following as required by the Uniform Construction Code, N.J.A.C. 5:23-2.15(a)5: All required State, county, and local prior approvals, including such certification as the construction official may require, have been given or will be given prior to permit issuance.
I agree to advise all contractors on this project that they are required to be registered with the New Jersey Division of Taxation and to comply with all New Jersey tax laws.
I understand that if any of the above statements are willfully false, I am subject to punishment.

(X) Check if contractor.

Agent Name: Jenny Li
Address: 55 Simple St
Sample, NJ 12345
Telephone: (888) 888-8888
Signature: _____

iii. LEAD HAZARD ABATEMENT: Include Homeowner or Building Owner Affidavit as per N.J.A.C. 5:23-2.15(d)4.
iv. HOME ELEVATION: Include Home Elevation Contractor Certification as per N.J.S.A. 52-27D-123.16.

S.C.C. F100-2 (rev. 11/2014)

OFFICE DATE RECEIVED	LOCAL APPROVAL		COUNTY APPROVAL		REGIONAL APPROVAL		STATE APPROVAL		COMMENTS
	Prelim. Initial	Final Date	Prelim. Initial	Final Date	Prelim. Initial	Final Date	Prelim. Initial	Final Date	
<input type="checkbox"/> Zoning Officer									
<input type="checkbox"/> Planning Board									
<input type="checkbox"/> Zoning Board									
<input type="checkbox"/> Sewer Authority									
<input type="checkbox"/> Water Authority									

15. Skip page 3 of the **Jacket**.

16. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date in all designated areas. Documents submitted without proper signatures and dates will result in a denied permit.

F110: Building Subcode Technical Section



KEY: Only certain sections and pages of this **Tech Sheet** must be filled out. Read the following steps carefully.

1. After [downloading the Tech Sheet](#), fill out the appropriate grey highlighted areas in the PDF. Click in the grey areas to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side or down to view the entire document.
3. Some of the information will be the same as the **Jacket**, ensure ALL overlapping information is correct on both forms. If the overlapped information does not match, the permit will be denied.

The screenshot shows the 'BUILDING SUBCODE TECHNICAL SECTION' form. Key sections include:

- A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION WHEN CHANGING CONTRACTORS. NOTIFY THIS OFFICE, CALL UTILITY DIS. NO. 1-800-272-1000.** (Fields for Block, Lot, Qualification Code, Work Site Location, Owner in Fee, Tel., Address, Contractor, etc.)
- C. CERTIFICATION IN LIEU OF OATH.** (Signature line)
- D. TECHNICAL SITE DATA.** (Description of Work field)
- JOB SUMMARY (Office Use Only).** (Table with columns for PLAN REVIEW, INSPECTIONS, and dates)
- SUBCODE APPROVAL FOR PERMIT.** (Fields for Date, Approved by, etc.)
- B. BUILDING CHARACTERISTICS.** (Fields for Use Group, Present/Proposed, No. of Stories, Height of Structure, etc.)
- FEE (Office Use Only).** (Table for Administrative Surcharge, Minimum Fee, State Permit Surcharge Fee, TOTAL FEE \$)

4. **IDENTIFICATION – APPLICANT:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Block	Skip this section.	✗
Lot	Skip this section.	✗
Qualification Code	Skip this section.	✗
Work Site Location	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓

A sample form is filled out below.

The screenshot shows a web browser window with the URL nj.gov/dca/divisions/codes/forms/pdf_ucc_std/forms/ucc_f110_bldg.pdf. The form is titled 'BUILDING SUBCODE' and contains the following sections:

- A. IDENTIFICATION—APPLICANT:** This section is circled in red. It includes fields for Block, Lot, Work Site Location, Owner in Fee (Rutgers University), Contracting Company (General Contracting Company A), and Contractor information (Contractor License No., Home Improvement Contractor Registration No., Federal Emp. ID No., and Expiration Date).
- B. CERTIFICATION IN LIEU OF OATH:** A section for the applicant to certify they are the agent of the owner.
- C. TECHNICAL SITE DATA:** A section for describing the work, including Type of Work (New Building, Addition, Rehabilitation, etc.) and Fee (Office Use Only).
- D. JOB SUMMARY (Office Use Only):** A section for providing details about the project, including Plan Review, Inspections, and Building Characteristics.
- E. BUILDING CHARACTERISTICS:** A section for providing details about the building, including Use Group, Class Present, and Proposed.

5. **JOB SUMMARY (Office Use Only):** Skip this section.

6. **BUILDING CHARACTERISTICS:** Enter the **New Bldg.** or **Rehabilitation** cost and the **Est. Cost of Bldg. Work Total (1 + 2)** will autopopulate. This should match the **Est. Cost** for the **Building** section of the **Jacket**.

BUILDING SUBCODE TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO. 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location 1 Test St, Sample NJ 12345, Doe Hall, 5555, Room 012

Owner or Fee: Rutgers University
 Tel. (123) 456-7890 e-mail projectmanager@rutgers.edu
 Address 33 Knightsbridge Road Piscataway NJ 08854
 Contractor General Contracting Company A Tel. (555) 555-5555
 Address 123 Sample Road e-mail contractor@test.com
 Sample NJ 12345
 Contractor License No. or Builder Registration No. 5555555 Exp. Date 01/28/2025
 Home Improvement Contractor Registration No. or Exemption Reason _____
 Federal Emp. ID No. 5555555 FAX (555) 555-5555

C. CERTIFICATION IN LIEU OF OATH
 I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
 Sign here _____
 Print name here _____

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK

TYPE OF WORK

New Building
 Addition
 Rehabilitation
 Roofing
 Siding _____ Height (exceeds 6')
 Sign _____ Sq. Ft.
 Pool
 Retaining Wall _____ Sq. Ft.
 Asbestos Abatement Subchapter 8
 Lead Haz. Abatement NJAC 5:17
 Radon Remediation
 Other _____
 Demolition

FEE (Office Use Only)

Administrative Surcharge \$ _____
 Minimum Fee \$ _____
 State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW	Date	Initial	INSPECTIONS	Type	Failure	Failure	Approval	Initial
<input type="checkbox"/> No Plans Required								
<input type="checkbox"/> All								
<input type="checkbox"/> Footings/Foundations								
<input type="checkbox"/> Structural/Framework								
<input type="checkbox"/> Exterior								
<input type="checkbox"/> Interior								
Joint Plan Review Required								
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator								
Subcode Approval for PERMIT								
Approved by _____								
Date _____								
Subcode Approval by CERTIFICATE								
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA								
Approved by _____								
Date _____								
Approved by _____								
Date _____								

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____
 No. of Stories _____
 Height of Structure _____ ft.
 Area - Largest Floor _____ sq. ft.
 New Bldg. Area/All Floors _____ sq. ft.
 Volume of New Structure _____ cu. ft.
 Max. Live Load _____
 Max. Occupancy Load _____

Barrier Free _____
 Const. Class Present _____ Proposed _____
 If Industrialized Building: _____
 U.C.C. F110 (rev. 10/08)

Est. Cost of Bldg. Work:

1. New Bldg	\$ 55,000
2. Rehabilitation	\$ 55,000
3. Total (1+2)	\$ 110,000

Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original job free photograph.

7. **CERTIFICATE IN LIEU OF OATH:** This section must be completed after printing.

Either the Rutgers University Project Manager or the General Contractor must physically sign and print their name.



CAUTION: Electronic signatures are not accepted. Failure to properly sign and print will result in a denied permit.

BUILDING SUBCODE TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO. 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location 1 Test St, Sample NJ 12345, Doe Hall, 5555, Room 012

Owner or Fee: Rutgers University
 Tel. (123) 456-7890 e-mail projectmanager@rutgers.edu
 Address 33 Knightsbridge Road Piscataway NJ 08854
 Contractor General Contracting Company A Tel. (555) 555-5555
 Address 123 Sample Road e-mail contractor@test.com
 Sample NJ 12345
 Contractor License No. or Builder Registration No. 5555555 Exp. Date 01/28/2025
 Home Improvement Contractor Registration No. or Exemption Reason _____
 Federal Emp. ID No. 5555555 FAX (555) 555-5555

C. CERTIFICATION IN LIEU OF OATH
 I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
 Sign here _____
 Print name here: Janie Doe

DESCRIPTION OF WORK

TYPE OF WORK

New Building
 Addition
 Rehabilitation
 Roofing
 Siding _____ Height (exceeds 6')
 Sign _____ Sq. Ft.
 Pool
 Retaining Wall _____ Sq. Ft.
 Asbestos Abatement Subchapter 8
 Lead Haz. Abatement NJAC 5:17
 Radon Remediation

FEE (Office Use Only)

Administrative Surcharge \$ _____
 Minimum Fee \$ _____
 State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW	Date	Initial	INSPECTIONS	Type	Failure	Failure	Approval	Initial
<input type="checkbox"/> No Plans Required								
<input type="checkbox"/> All								
<input type="checkbox"/> Footings/Foundations								
<input type="checkbox"/> Structural/Framework								
<input type="checkbox"/> Exterior								
<input type="checkbox"/> Interior								
Joint Plan Review Required								
<input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire <input type="checkbox"/> Elevator								
Subcode Approval for PERMIT								
Approved by _____								
Date _____								
Subcode Approval by CERTIFICATE								
<input type="checkbox"/> CO <input type="checkbox"/> CCO <input type="checkbox"/> CA								
Approved by _____								
Date _____								
Approved by _____								
Date _____								

B. BUILDING CHARACTERISTICS

Use Group Present _____ Proposed _____
 No. of Stories _____
 Height of Structure _____ ft.
 Area - Largest Floor _____ sq. ft.
 New Bldg. Area/All Floors _____ sq. ft.
 Volume of New Structure _____ cu. ft.
 Max. Live Load _____
 Max. Occupancy Load _____

Barrier Free _____
 Const. Class Present _____ Proposed _____
 If Industrialized Building: _____
 U.C.C. F110 (rev. 10/08)

Est. Cost of Bldg. Work:

1. New Bldg	\$ 55,000
2. Rehabilitation	\$ 55,000
3. Total (1+2)	\$ 110,000

Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original job free photograph.

8. **TECHNICAL SITE DATA:** Enter a brief **DESCRIPTION OF WORK** and select the **TYPE OF WORK**.

The screenshot shows a web browser displaying the 'BUILDING SUBCODE TECHNICAL SECTION' form. The form is divided into several sections:

- A. IDENTIFICATION—APPLICANT:** Includes fields for Block, Lot, Qualification Code, and Work Site Location.
- C. CERTIFICATION IN LIEU OF OATH:** A signature line for the applicant.
- D. TECHNICAL SITE DATA:** A section highlighted with a red box, containing a 'DESCRIPTION OF WORK' text area and a 'TYPE OF WORK' list with checkboxes for options like New Building, Addition, Rehabilitation, Roofing, Siding, Fence, Sign, Pool, Retaining Wall, Asbestos Abatement, Lead/Pb Abatement, Radon Remediation, and Other.
- JOB SUMMARY (Office Use Only):** A table for tracking inspections and dates.
- FEES (Office Use Only):** A section for administrative and permit fees.
- B. BUILDING CHARACTERISTICS:** Fields for building height, area, volume, and occupancy load.

9. **FEE (Office Use Only):** Skip this section.
 10. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date in the all designated areas. Documents submitted without proper signatures and dates will result in a denied permit.

F120: Electrical Subcode Technical Section



KEY: Only certain sections and pages of this **Tech Sheet** must be filled out. Read the following steps carefully.

1. After [downloading the Tech Sheet](#), fill out the appropriate grey highlighted areas in the PDF. Click in the grey areas to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side or down to view the entire document.
3. Some of the information will be the same as the **Jacket**, ensure ALL overlapping information is correct on both forms. If the overlapped information does not match, the permit will be denied.

ELECTRICAL SUBCODE TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION WHEN CHANGING CONTRACTORS. NOTIFY THIS OFFICE. CALL UTILITY DIS NO. 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location _____
 Owner in Fee _____ Tel _____ e-mail _____
 Address _____
 Contractor _____ Tel _____
 Address _____ e-mail _____
 Contractor License No. _____ Exp. Date _____
 Home Improvement Contractor Registration No. or Exemption Reason _____
 Federal Emp. ID No. _____ FAX _____

B. ELECTRICAL CHARACTERISTICS

Use Group Present Proposed
 Pole/Pad # _____ Temporary Other
 Building Occupied as _____ Utility Co. _____
 Est. Cost of Elec. Work \$ _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.
 Applicant sign/Contractor sign and seal here.
 Print name here: _____
 Licensed Electrical Contractor Exempt Applicant

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK:

QTY	SIZE	ITEMS	FEE (Office Use Only)
		Lighting Fixtures	
		Receptacles	
		Switches	
		Devices	
		Light Poles	
		Mobility-Fixt. HP	
		Emergency & Exit Lights	
		Communications Points	
		Alarm Devices/F.A.C. Panel	
		TOTAL NUMBERS	
		Post Permits/UV Lights	
		Storable Power/Switch Tub	
		KW Elec. Range/Receptacle	
		KW Over/Under Unit	
		KW Elec. Water Heater	
		KW Elec. Dryer/Receptacle	
		KW Dishwasher	
		HP Garbage Disposal	
		KW Central A/C Unit	
		HP/KW Space Heater/HP Handler	
		KW Baseboard Heat	
		HP Motors 1/2 HP	
		KW Transformer/Generator	
		AMP Service	
		AMP Subpanel	
		AMP Motor Control Center	
		KW Elec. Right/Outline Light	

Administrative Surcharge \$ _____
 Minimum Fee \$ _____
 State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

4. **IDENTIFICATION – APPLICANT:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Block	Skip this section.	✗
Lot	Skip this section.	✗
Qualification Code	Skip this section.	✗
Work Site Location	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Ownership in Fee	Skip this section.	✗
Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓

A sample form is filled out below.

The screenshot shows a web browser window with the URL nj.gov/dca/divisions/codes/forms/pdf_ucc_stfforms/ucc_f120_elec.pdf. The form is titled "ELECTRICAL SUBCODE TECHNICAL SECTION" and is filled out with the following information:

- Owner in Fee:** Rutgers University, Tel: (1202) 456-7890, e-mail: projectmanager@rutgers.edu, Address: 33 Knightsbridge Road, Piscataway NJ 08854.
- Contractor:** General Contracting Company A, Tel: (555) 555-5555, e-mail: gcontractor@test.com, Address: 123 Sample Road, Sample NJ 12345, Contractor License No. 5555555, Exp. Date: 01/28/2025.
- Home Improvement Contractor Registration No. or Exemption Reason:** (blank)
- General Emp. ID No.:** 5555555, FAX: (555) 555-5555.
- Use Group:** Present, Proposed, Temporary, Other.
- Building Occupied as:** (blank)
- Est. Cost of Elec. Work \$:** (blank)
- INSPECTIONS:** Table with columns for Type, Failure, Approval, and Notes.
- SUBCODE APPROVAL FOR PERMIT:** Section for permit approval.
- SUBCODE APPROVAL FOR CERTIFICATE:** Section for certificate approval.
- DESCRIPTION OF WORK:** Table with columns for QTY, SIZE, ITEMS, and FEE (Office Use Only).
- TOTAL NUMBERS:** Summary table for various electrical items.
- Administrative Fees:** Section for Administrative Surcharge, Minimum Fee, State Permit Surcharge Fee, and TOTAL FEE.

- ELECTRICAL CHARACTERISTICS:** Only the **Est. Cost of Elec. Work** needs to be filled out. This should match the **Est. Cost** for the **Electrical** section of the **Jacket**.

A sample form is filled out below.

The screenshot shows a web browser window with the URL `nj.gov/dca/divisions/codes/forms/pdf_ucc_stdforms/ucc_f120_elec.pdf`. The form is titled "ELECTRICAL SUBCODE TECHNICAL SECTION" and is filled out with the following information:

- A. IDENTIFICATION:**
 - Block: 1 Test St, sample NJ 12345, Doe Hall, 5555, Room 012
 - Work Site Location: 1 Test St, sample NJ 12345, Doe Hall, 5555, Room 012
 - Owner in Fee: Rutgers University, e-mail: projectmanager@rutgers.edu
 - Address: 33 Knightbridge Road, Piscataway NJ, 08854
 - Contractor: General Contracting Company A, tel: (555) 555-5555, e-mail: gconractor@test.com
 - Address: 123 Sample Road, Sample NJ 12345
 - Contractor License No: 5555555, Exp Date: 01/28/2025
 - Federal Emp. ID No: 5555555, FAX: (555) 555-5555
- B. ELECTRICAL CHARACTERISTICS:**
 - Use Group: Present
 - Use: Industrial, Temporary, Other
 - Est. Cost of Elec. Work: \$ 20,000 (highlighted with a red box)
- C. CERTIFICATION IN LIEU OF DATA:**
 - I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on this application.
 - Applicant sign/Contractor sign and seal here:
- D. TECHNICAL SITE DATA:**
 - DESCRIPTION OF WORK:
 - Lighting Fixtures
 - Receptacles
 - Switches
 - Detectors
 - Light Poles
 - Motors—Fract. HP
 - Emergency & Exit Lights
 - Communications Points
 - Alarm Devices/F.A.C. Panel
 - TOTAL NUMBERS:
 - Pool Permits/with UV Lights
 - Storable Pool/Sprinkler Tub
 - KW Elec. Range/Receptacle
 - KW Oven/Surface Unit
 - KW Elec. Water Heater
 - KW Elec. Dryer/Receptacle
 - KW Dishwasher
 - HP Garbage Disposal
 - KW Central A/C Unit
 - HP/KW Space Heater/Air Handler
 - KW Baseboard Heat
 - HP Motors 1+ HP
 - KW Transformer/Generator
 - AMP Service
 - AMP Subpanels
 - AMP Motor Control Center
 - KW Elec. Sign/Outline Light
- JOB SUMMARY (Office Use Only):**
 - PLAN REVIEW:
 - No Plans Requested
 - Partial -Understands Utilities Approved
 - Electric Plans Approved
 - Load Plan Review Requested
 - SUBCODE APPROVAL FOR PERMIT:
 - Approved by: _____
 - Date: _____
 - SUBCODE APPROVAL FOR CERTIFICATE:
 - Approved by: _____
 - Date: _____

- JOB SUMMARY (Office Use Only):** Skip this section.

7. **CERTIFICATE IN LIEU OF OATH:** This section must be completed after printing.

Either the Rutgers University Project Manager or the General Contractor must physically sign and print their name.



NOTE: If the General Contractor fills out this section, they must check **Licensed Electrical Contractor**. If a Rutgers University Project Manager or Rutgers employee fills out this section, they must check **Exempt Applicant**.



CAUTION: Electronic signatures are not accepted. Failure to properly sign and print will result in a denied permit.

ELECTRICAL SUBCODE TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS NOTIFY THIS OFFICE. CALL UTILITY DIV. NO. 1-800-972-3600.

Block _____ Lot _____ Qualification Code _____
 Work Site Location: T-Test St, sample NJ 12345, Doe Hall, 5555, Room 012

Owner in Fee: Rutgers University
 Tel: (123) 456-7890 e-mail: projectmanager@rutgers.edu

Address: 33 Knightbridge Road, Piscataway NJ 08854

Contractor: General Contracting Company A
 Address: 123 Sample Road, Sample NJ 12345
 Tel: (555) 555-5555 e-mail: gcontractor@test.com
 Contractor License No. 5555555 Exp. Date: 01/28/2025

Home Improvement Contractor Registration No. or Exemption Reason _____
 Federal Emp. ID No. 5555555 FAX: (555) 555-5555

B. ELECTRICAL CHARACTERISTICS

Use Group: Present Proposed
 Pole/Pad # _____
 Temporary _____
 Other _____
 Building Occupied as: _____
 Est. Cost of Elec. Work: \$ 20,000

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application and perform the work listed on the application.
 Applicant: _____
 sign and seal here: _____
 Print name here: David Doe
 Licensed Electrical Contractor
 Exempt Applicant

DESCRIPTION OF WORK:

QTY.	SIZE	ITEMS	FEE (Office Use Only)
_____	_____	Lighting Fixtures	_____
_____	_____	Receptacles	_____
_____	_____	Switches	_____
_____	_____	Detectors	_____
_____	_____	Light Poles	_____
_____	_____	Motors—Frac. HP	_____
_____	_____	Emergency & Exit Lights	_____
_____	_____	Communications Points	_____
_____	_____	Alarm Devices/F.A.C. Panel	_____
_____	_____	TOTAL NUMBERS	\$ _____
_____	_____	Pool Permits/with UV Lights	_____
_____	_____	Specialty Pools/Parties Tub	_____
_____	_____	KW Elec. Range/Receptacle	_____
_____	_____	KW Oven/Surface Unit	_____
_____	_____	KW Elec. Water Heater	_____
_____	_____	KW Elec. Dryer/Receptacle	_____
_____	_____	KW Dishwasher	_____
_____	_____	HP Garbage Disposal	_____
_____	_____	KW Central AC Unit	_____
_____	_____	HP/KW Space Heater/Air Handler	_____
_____	_____	KW Baseboard Heat	_____
_____	_____	HP Motors 1+ HP	_____
_____	_____	KW Transformer/Generator	_____
_____	_____	AMP Service	_____
_____	_____	AMP Subpanels	_____
_____	_____	AMP Motor Control Center	_____
_____	_____	KW Elec. Sign/Directive Light	_____
_____	_____	Administrative Surcharge	\$ _____
_____	_____	Minimum Fee	\$ _____
_____	_____	State Permit Surcharge Fee	\$ _____
_____	_____	TOTAL FEE	\$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW	INSPECTIONS	Dates (Month/Day)
<input type="checkbox"/> No Plans Required	Type: _____	_____
<input type="checkbox"/> Initial Undercode Utilities Approved	Temp. _____	_____
Date: _____	Barrier-Free _____	_____
Approved by: _____	Trench _____	_____
<input type="checkbox"/> Electric Plans Approved	Temp. Serv. _____	_____
Date: _____	Const. Serv. _____	_____
Approved by: _____	TCO _____	_____
Joint Plan Review Required	Other _____	_____
<input type="checkbox"/> Yes _____	Saniton _____	_____
<input type="checkbox"/> Plans _____	Final _____	_____
<input type="checkbox"/> Final _____	Barrier-Free _____	_____
Date: _____	Approved by: _____	_____
Approved by: _____	Temp. Cut-in-Card Date Issued _____	_____
<input type="checkbox"/> CD _____	Final Cut-in-Card Date Issued _____	_____
<input type="checkbox"/> CA _____	Annual Flood Inspection _____	_____
Date: _____	Approved by: _____	_____
Approved by: _____	Date of Grounding and Bonding _____	_____
_____	Certification _____	_____

U.C.C. F202 (Rev. 01/21) Internal version

Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.

8. TECHNICAL SITE DATA: Enter a brief DESCRIPTION OF WORK

Enter the **QTY** and **SIZE** for the appropriate **ITEMS**.

The screenshot shows the 'ELECTRICAL SUBCODE TECHNICAL SECTION' form. The 'D. TECHNICAL SITE DATA' section is highlighted with a red box. This section includes a table for entering work items, with columns for 'QTY', 'SIZE', and 'ITEMS'. The 'ITEMS' column lists various electrical components such as Lighting Fixtures, Receptacles, Switches, Detectors, Light Poles, Motors-Fract, HP, Emergency & Exit Lights, and Communications Panels. Below the table, there are sections for 'TOTAL NUMBERS' and 'FEE (Office Use Only)'. The form also includes sections for 'A. IDENTIFICATION', 'B. ELECTRICAL CHARACTERISTICS', and 'C. CERTIFICATION IN LIEU OF OATH'.

9. FEE (Office Use Only): Skip this section.

10. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date in all designated areas. Documents submitted without proper signatures and dates will result in a denied permit.

F130: Plumbing Subcode Technical Section



KEY: Only certain sections and pages of this **Tech Sheet** must be filled out. Read the following steps carefully.

1. After [downloading the Tech Sheet](#), fill out the appropriate grey highlighted areas in the PDF. Click in the grey areas to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side or down to view the entire document.
3. Some of the information will be the same as the **Jacket**, ensure ALL overlapping information is correct on both forms. If the overlapped information does not match, the permit will be denied.

The screenshot shows the 'F130: Plumbing Subcode Technical Section' form. The form is divided into several sections:

- A. IDENTIFICATION**: Includes fields for Block, Lot, Qualification Code, Work Site Location, Owner in Fee, Tel., e-mail, Contractor, and Address.
- B. PLUMBING CHARACTERISTICS**: Includes fields for Contractor License No., Exp. Date, Home Improvement Contractor Registration No., Federal Emp. ID No., Use Group, Building Sewer Size, Water Service Size, Public Sewer, Private Septic, and Private Water.
- C. CERTIFICATION IN LIEU OF OATH**: A section for the applicant to certify that they are the agent/owner and authorized to make the application.
- D. TECHNICAL SITE DATA**: A table with columns for QTY., FIXTURE-EQUIPMENT, and FEE (Office Use Only). The table lists various plumbing fixtures and equipment such as Water Closet, Urinal/Bidet, Bath Tub, Lavatory, Shower, Floor Drain, Sink, Dishwasher, Drinking Fountain, Washing Machine, Hose Bibb, Water Heater, Fuel Oil Piping, Gas Piping, LP Gas Tank, Steam Boiler, Hot Water Boiler, Sewer Pump, Intermittent/Operator, Backflow Preventer, Grease Trap, Sewer Connection, Water Service Connection, Stacks, and Other.
- JOB SUMMARY (Office Use Only)**: A section for PLAN REVIEW and INSPECTIONS, including fields for No Plans Required, Partial Underseal Utilities Approved, Plumbing Plans Approved, Joint Plan Review Required, and various inspection types (Slab, Rough, Sewer, Fixtures, Gas Equipment, Gas Piping, LP Gas Tank, Fuel Oil Piping, Solar, TCO, Final).
- SUBCODE APPROVAL FOR PERMIT**: A section for approval by the applicant, including fields for Date, Approved by, and Signature.
- SUBCODE APPROVAL FOR CERTIFICATE**: A section for approval by the local construction code enforcement officer, including fields for Date, Approved by, and Signature.
- Administrative Surcharge \$**, **Minimum Fee \$**, **State Permit Surcharge Fee \$**, and **TOTAL FEE \$**.

4. **IDENTIFICATION – APPLICANT:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Block	Skip this section.	✗
Lot	Skip this section.	✗
Qualification Code	Skip this section.	✗
Work Site Location	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓

A sample form is filled out below.

The screenshot shows a web browser window displaying a PDF form titled "PLUMBING SUBCODE TECHNICAL SECTION". The form is filled out with the following information:

- Block:** 1 Test St. Sample NJ 12345 Doe Hall, 5555, Room 012
- Lot:** (blank)
- Qualification Code:** (blank)
- Work Site Location:** 1 Test St. Sample NJ 12345 Doe Hall, 5555, Room 012
- Owner in Fee:** Rutgers University, 33 Knightsbridge Road, Piscataway NJ 08854, Tel: (23) 456-7890, e-mail: projectmanager@rutgers.edu
- Contractor:** Gen55 Contracting Company A, 123 Sample Road, Sample NJ 12345, Tel: (555) 555-5555, e-mail: gcontractor@test.com, Contractor License No. 5555555, Exp. Date: 01/28/2025

A red box highlights the Contractor information section. The form also includes a "JOB SUMMARY" table and a "FIXTURE/EQUIPMENT" list.

PLUMBING CHARACTERISTICS	Use Group	Present	Proposed
Building Sewer Size	Public Sewer		
Water Service Size	Public Water		
Est. Cost of Plumbing Work		\$ 55,000	

INSPECTIONS	Failure	Approval	Initial
Slab			
Regrate			
Water			
Sewer			
Gas Equipment			
Gas Piping			
LPGas Tank			
Fuel Oil Piping			
TCO			
Final			

FIXTURE/EQUIPMENT	FEE (Or Use Only)
Water Closet	
Urinal/Flush	
Bath Tub	
Lavatory	
Shower	
Floor Drain	
Sink	
Dishwasher	
Drinking Fountain	
Washing Machine	
Hose Bibb	
Water Heater	
Fuel Oil Piping	
Gas Piping	
LPGas Tank	
Steam Boiler	
Hot Water Boiler	
Sewer Pump	
Intermed/Separator	
Backflow Preventer	
GreaseTrap	
Sewer Connection	
Water Service Connection	
Stacks	
Other	

5. **PLUMBING CHARACTERISTICS:** Only the **Est. Cost of Plumbing Work** needs to be filled out. This should match the **Est. Cost** for the **Plumbing** section of the **Jacket**.

A sample form is filled out below.

The screenshot shows a web browser window with the URL nj.gov/dca/divisions/codes/forms/pdf_ucc_stdforms/ucc_f130_plumb.pdf. The form is titled "PLUMBING SUBCODE TECHNICAL SECTION" and is filled out with the following information:

- A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIS NO. 1-800-270-1000.**
 - Block: _____
 - Work Site Location: 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room 012
 - Owner or Fee: Rutgers University, projectmanager@rutgers.edu
 - Tel: (123) 456-7890, e-mail: projectmanager@rutgers.edu
 - Address: 33 Knightsbridge Road, Piscataway NJ 08854
 - Contractor: General Contracting Company A, (555) 555-5555
 - Address: 123 Sample Road, e-mail: gcontractor@test.com
 - Sample NJ 12345
 - Contractor License No. 5555555, Exp. Date: 01/28/2025
 - Home Improvement Contractor Registration No. or Exemption Reason: _____
 - Federal Emp. ID No. 555555, FAX: (555) 555-5555
- B. PLUMBING CHARACTERISTICS**
 - Use Group: Prewired
 - Building Sewer Size: _____ Public Sewer Proposed Private Septic
 - Est. Cost of Plumbing Work: \$ 55,000** (highlighted in red)
- C. CERTIFICATION IN LIEU OF OATH**
 - I hereby certify that I am the agent of owner of record and am authorized to make this application and perform the work listed on this application.
 - Applicant sign/Contractor sign and seal here: _____
 - Print name here: _____
 - Licensed Contractor Exempt Applicant
- D. TECHNICAL SITE DATA**
 - DESCRIPTION OF WORK**
 - QTY. FUTURE-EQUIPMENT FEE (Office Use Only)
 - Water Closet _____ \$ _____
 - Urinal/Toilet _____ \$ _____
 - Bath Tub _____ \$ _____
 - Lavatory _____ \$ _____
 - Shower _____ \$ _____
 - Floor Drain _____ \$ _____
 - Sink _____ \$ _____
 - Dishwasher _____ \$ _____
 - Drinking Fountain _____ \$ _____
 - Washing Machine _____ \$ _____
 - Water Heater _____ \$ _____
 - Fuel Oil Piping _____ \$ _____
 - Gas Piping _____ \$ _____
 - LPG Gas Tank _____ \$ _____
 - Steam Boiler _____ \$ _____
 - Hot Water Boiler _____ \$ _____
 - Sewer Pump _____ \$ _____
 - Interceptor/Separator _____ \$ _____
 - Backflow Preventer _____ \$ _____
 - GreaseTrap _____ \$ _____
 - Sewer Connection _____ \$ _____
 - Water Service Connection _____ \$ _____
 - Sinks _____ \$ _____
 - Other _____ \$ _____
- FOR SUMMARY FORMS USE ONLY**
 - PLAN REVIEW**
 - No Plans Required
 - Partial - Underlain Unless Approved
 - Plan Approved by: _____
 - Plumbing Plans Approved
 - Joint Plan Review Required
 - Bldg. Elec. Fire Elev.
 - SUBCODE APPROVAL FOR PERMIT**
 - Date: _____
 - Approved by: _____
 - SUBCODE APPROVAL FOR CERTIFICATE**
 - Date: _____
 - Approved by: _____
- INSPECTIONS**

Type	Failure	Failure	Approval	Initial
Slab				
Rough				
Water				
Sewer				
Plumbing				
Gas Equipment				
Gas Piping				
LPG Gas Tank				
Fuel Oil Piping				
Solar				
TOP				
Final				
- Administrative Surcharge \$ _____**
- Minimum Fee \$ _____**
- State Permit Surcharge Fee \$ _____**
- TOTAL FEE \$ _____**

6. **JOB SUMMARY (Office Use Only):** Skip this section.

7. **CERTIFICATE IN LIEU OF OATH:** This section must be completed after printing.

Either the Rutgers University Project Manager or the General Contractor must physically sign and print their name.



NOTE: If the General Contractor fills out this section, they must check **Licensed Contractor**. If a Rutgers University Project Manager or Rutgers employee fills out this section, they must check **Exempt Applicant**.



CAUTION: Electronic signatures are not accepted. Failure to properly sign and print will result in a denied permit.

PLUMBING SUBCODE TECHNICAL SECTION

A. CERTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIS NO. 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location 1 Test St. Sample NJ 12345 Doe Hall, 5555, Room 012

Owner or Fee: Rutgers University
 Tel: (123) 456-7890 e-mail: projectmanager@rutgers.edu
 Address: 33 Knightbridge Road Piscataway NJ 08854
 Contractor: Gen@ Contracting Company A tel: (555) 555-5555
 Address: 123 Sample Road e-mail: gcontractor@test.com
 Sample NJ 12345
 Contractor License No. 5555555 Exp. Date: 01/28/2025
 Home Improvement Contractor Registration No. or Exemption Reason: 555555
 Federal Emp. ID No.: 555555 FAX: (555) 555-5555

B. PLUMBING CHARACTERISTICS

Use Group: Present Proposed
 Building Sewer Size: Public Sewer Private Septic
 Water Service Size: Public Water Private Well
 Est. Cost of Plumbing Work: \$ 55,000

C. CERTIFICATE IN LIEU OF OATH
 I hereby certify that I am the agent of, owner of record and am authorized to make this application and perform the work listed on this application.
 Applicant: gcontractor
 Sign and seal here:
 Print name here: David Doe
 Licensed Contractor Exempt Applicant

DESCRIPTION OF WORK

QTY:	FIXTURE/EQUIPMENT	FEE (Office Use Only)
_____	Water Closet	\$ _____
_____	Urinal/Flush	\$ _____
_____	Bath Tub	\$ _____
_____	Lavatory	\$ _____
_____	Shower	\$ _____
_____	Floor Drain	\$ _____
_____	Sink	\$ _____
_____	Dishwasher	\$ _____
_____	Drinking Fountain	\$ _____
_____	Washing Machine	\$ _____
_____	Hose Bibb	\$ _____
_____	Water Heater	\$ _____
_____	Fuel Oil Piping	\$ _____
_____	Gas Piping	\$ _____
_____	LPGas Tank	\$ _____
_____	Steam Boiler	\$ _____
_____	Hot Water Boiler	\$ _____
_____	Sewer Pump	\$ _____
_____	Interseptor/separator	\$ _____
_____	Backflow Preventer	\$ _____
_____	Crossing	\$ _____
_____	Sewer Connection	\$ _____
_____	Water Service Connection	\$ _____
_____	Stacks	\$ _____
_____	Other	\$ _____

Administrative Surcharge \$ _____
 Minimum Fee \$ _____
 State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

8. **TECHNICAL SITE DATA:** Enter a brief **DESCRIPTION OF WORK.**

Enter the **QTY** for the appropriate **FIXTURE/EQUIPMENT.**

PLUMBING SUBCODE TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY OIG NO 1-800-272-1900

Block _____ Lot _____ Qualification Code _____
Work Site Location 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room D12

Owner or Firm: Rutgers University
Tel: (123) 456-7890 e-mail: projectmanager@rutgers.edu
Address: 33 Knightsbridge Road, Piscataway NJ 08854
Contractor: General Contracting Company A
Address: 123 Sample Road, Sample NJ 12345
Tel: (555) 555-5555 e-mail: gcontractor@test.com

B. PLUMBING CHARACTERISTICS

Use Group: Present Proposed
Building Sewer Size: Public Sewer Private Septic
Water Service Size: Public Water Private Well
Est. Cost of Plumbing Work \$ 55,000

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the agent of, owner of record and am authorized to make this application and perform the work listed on this application.
Applicant sign/Contractor sign and seal here:
Print name here: David Doe

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK
Brief description of work

QTY	FIXTURE/EQUIPMENT	FEE (Office Use Only)
	Water Closet	
	Urinal/Flush	
	Bath Tub	
	Lavatory	
	Shower	
	Floor Drain	
	Sink	
	Dishwasher	
	Drinking Fountain	
	Washing Machine	
	Refr. Unit	
	Water Heater	
	Fuel Oil Piping	
	Gas Piping	
	LPGas Tank	
	Steam Boiler	
	Hot Water Boiler	
	Sewer Pump	
	Interceptor/Separator	
	Backflow Preventer	
	GreaseTrap	
	Sewer Connection	
	Water Service Connection	
	Stacks	
	Other: _____	

Administrative Surcharge \$ _____
Minimum Fee \$ _____
State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

9. **FEE (Office Use Only):** Skip this section.

10. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date all designated areas. Documents submitted without proper signatures and dates will result in a denied permit.

F140: Fire Protection Subcode Technical Section



KEY: Only certain sections and pages of this **Tech Sheet** must be filled out. Read the following steps carefully.

1. After [downloading the Tech Sheet](#), fill out the appropriate grey highlighted areas in the PDF. Click in the grey areas to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side or down to view the entire document.
3. Some of the information will be the same as the **Jacket**, ensure ALL overlapping information is correct on both forms. If the overlapped information does not match, the permit will be denied.

The screenshot shows a web browser displaying the 'F140 02-2011 (red).pmd' form. The form is titled 'FIRE PROTECTION SUBCODE TECHNICAL SECTION' and is divided into several sections:

- A. IDENTIFICATION - APPLICANT:** Fields for Block, Lot, Qualification Code, Work Site Location, Owner in Fee, Address, Contractor, and Address.
- B. FIRE PROTECTION CHARACTERISTICS:** Fields for Fire Protection Equipment, Fire Alarm Contractor No., Home Improvement Contractor Registration No., Federal Emp. ID No., Use Group, Fuel Storage Tank, Heating System, Fire Alarm System, Fuel Type, and Fire Suppression/Standpipe System.
- C. CERTIFICATION IN LIEU OF OATH:** A statement where the applicant certifies they are the agent of record and authorized to make the application.
- D. TECHNICAL SITE DATA:** Fields for Water Supply Source, Method of Alarm/Suppression System Supervision, and a table for Alarm/Suppression Systems.
- INSPECTIONS:** A table with columns for Type, Date (Month/Day), Failure, and Approval.
- FEES:** A section for Administrative Surcharge, Minimum Fee, State Permit Surcharge Fee, and TOTAL FEE.

4. **IDENTIFICATION – APPLICANT:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Block	Skip this section.	✗
Lot	Skip this section.	✗
Qualification Code	Skip this section.	✗
Work Site Location	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓
Fire Protection Equipment, NJ Div of Fire Safety Permit No.	Skip this section.	✗
Fire Protection Equipment, NJ Div of Fire Safety Installer No.	Skip this section.	✗
Fire Alarm Contractor No.	Skip this section.	✗

A sample form is filled out below.

The screenshot shows a web browser window displaying a PDF form titled "FIRE PROTECTION SUBCODE TECHNICAL SECTION". The form is filled out with the following information:

- Identification Information:** Block: 1, Lot: 1, Qualification Code: 12345, Work Site Location: 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room 012.
- Owner in Fee:** Rutgers University, Tel: (123) 456-7890, Address: 33 Knightsbridge Road, Piscataway NJ 08854.
- Contractor:** Gendro Contracting Company A, Tel: (555) 555-5555, Address: 123 Sample Road, Sample NJ 12345.
- Fire Protection Equipment:** Fire Protection Equipment, NJ Div of Fire Safety Permit No. 12, Fire Protection Equipment, NJ Div of Fire Safety Installer No. 123, Fire Alarm Contractor No. 1234.
- Technical Specifications:** Includes sections for Heating System, Fire Alarm System, Fire Suppression/Standpipe Systems, and various fire protection equipment details.

5. **FIRE PROTECTION CHARACTERISTICS:** Only the **Total Cost of Fire Protection Work** needs to be filled out. This should match the **Est. Cost** for the **Fire Protection** section of the **Jacket**.

A sample form is filled out below.

The screenshot shows a web browser window with the URL `nj.gov/dca/divisions/codes/forms/pdf_ucc_stdforms/ucc_f140_fire_gprot.pdf`. The form is titled "FIRE PROTECTION SUBCODE TECHNICAL SECTION" and is filled out with the following information:

- Identification (A):** Project name: Rutgers University; Work Site Location: 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room 012.
- Contractor Information:** Contractor: Genefill Contracting Company A, 123 Sample Road, Piscataway NJ 08854.
- Fire Protection Equipment:** Fire Protection Equipment No. 12; Fire Alarm Contractor No. 1234; Home Improvement Contractor Registration No. or Exemption Reason: 55555.
- Section B: FIRE PROTECTION CHARACTERISTICS**
 - Use Group: Present
 - Const. Class: Present
 - Heating System: New on Conversion or Replacement
 - Fuel Type: Gas
 - Fuel Storage Tank: Fuel Type: Flammable or Combustible; Capacity: 0
 - Fire Alarm System: New or Existing
 - Fire Suppression/Standpipe System: New or Existing
- Section C: CERTIFICATION IN LIEU OF OATH**
 - Date Received: Control #
 - Date Issued: Permit #
- Section D: TECHNICAL DATA**
 - Water Supply Source
 - Method of Alarm/Suppression System Supervision
 - Flammable/Combustible Tanks
 - Alarm Systems
 - Suppression Systems
 - Pre-engineered Systems
 - Other Systems
- Table: PLAN REVIEW**

Type	Failure	Failure	Approval	Initial
Alarm System				
Suppression Sys.				
Standpipe				
Fire Pump				
Pre-Eng. System				
Mechanical				
Smoke Control				
TCD				
Flame/Combust. Tanks				
Fireplace Venting				
Other				
- Section E: SUBCODE APPROVAL FOR PERMIT**
 - Approved by: [Signature]
 - Date: [Date]
- Section F: SUBCODE APPROVAL FOR CERTIFICATE**
 - Approved by: [Signature]
 - Date: [Date]
- Table: Fee Schedule**

NUMBER	FEE (Office Use Only)
Administrative Surcharge	\$
Minimum Fee	\$
State Permit Surcharge Fee	\$
TOTAL FEE	\$

The "Total Cost of Fire Protection Work" field is highlighted with a red box and contains the value "\$0,000".

6. **JOB SUMMARY (Office Use Only):** Skip this section.

7. **CERTIFICATE IN LIEU OF OATH:** This section must be completed after printing.

Either the Rutgers University Project Manager or the General Contractor must physically sign and print their name.



NOTE: If the General Contractor fills out this section, they must check **Certified Contractor**. If a Rutgers University Project Manager or Rutgers employee fills out this section, they must check **Exempt Applicant**.



CAUTION: Electronic signatures are not accepted. Failure to properly sign and print will result in a denied permit.

The screenshot shows a web browser window displaying a PDF form titled "FIRE PROTECTION SUBCODE TECHNICAL SECTION". The form is for a permit application and includes various sections for project information, contractor details, and technical specifications. A red box highlights the "C. CERTIFICATE IN LIEU OF OATH" section, which contains a declaration statement and checkboxes for "Certified Contractor" and "Exempt Applicant". The form also includes a "JOB SUMMARY" table and a "TOTAL FEE" section.

8. **TECHNICAL SITE DATA:** Leave the **Water Supply Source** and **Method of Alarm/Suppression Supervision** blank. The Office of Codes and Standards will handle this.

Enter the appropriate **NUMBER** for each item.

The screenshot shows the 'FIRE PROTECTION SUBCODE TECHNICAL SECTION' form. A red box highlights the 'FEE (Office Use Only)' section on the right side of the form. This section contains a table with columns for 'NUMBER' and 'FEE (Office Use Only)'. The table lists various fire protection systems and their associated fees, including:

NUMBER	FEE (Office Use Only)
1	
2	
3	
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99	
100	

9. **FEE (Office Use Only):** Skip this section.
 10. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date all designated areas. Documents submitted without proper signatures and dates will result in a denied permit.

F145: Mechanical Inspection Technical Section



KEY: Only certain sections and pages of this **Tech Sheet** must be filled out. Read the following steps carefully.

1. After [downloading the Tech Sheet](#), fill out the appropriate grey highlighted areas in the PDF. Click in the grey areas to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side or down to view the entire document.
3. Some of the information will be the same as the **Jacket**, ensure ALL overlapping information is correct on both forms. If the overlapped information does not match, the permit will be denied.

4. **IDENTIFICATION – APPLICANT:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Block	Skip this section.	✗
Lot	Skip this section.	✗
Qualification Code	Skip this section.	✗
Work Site Location	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓

A sample form is filled out below.

The screenshot shows a web browser window with the URL nj.gov/dca/divisions/codes/forms/pdf_ucc_stdforms/ucc_f145_mech_insp.pdf. The form is titled "MECHANICAL INSPECTION TECHNICAL SECTION" and is filled out with the following information:

- Block:** (Empty)
- Lot:** (Empty)
- Qualification Code:** (Empty)
- Work Site Location:** 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room 012
- Owner in Fee:** Rutgers University, Tel: (123) 456-7890, e-mail: projectmanager@rutgers.edu, Address: 33 Knightsbridge Road, Piscataway NJ 08854
- Contractor:** General Contracting Company A, Tel: (555) 555-5555, Address: 123 Sample Road, Sample NJ 12345, e-mail: gcontractor@test.com, Contractor License No: 5555555, Exp. Date: 01/28/2025, Federal Emp. ID No: 5555555, FAX: (555) 555-5555
- Use Group:** Present: R-5
- Heating System work:** New or Modification to Existing or Conversion or Replacement
- Type:** Hydronic Hot Air
- Fuel Type:** Gas Oil Electric Solar Other
- Estimated Cost of Mechanical Work:** \$
- JOB SUMMARY (Office Use Only):**

PLAN REVIEW	INSPECTIONS		DATES	
	Type	Failure	Failure	Approval
<input type="checkbox"/> No Plans Required	Water Heater			
<input type="checkbox"/> Mechanical Plans Approved	Appliance			
Date: _____ Approved by: _____	Chimney/Vent			
<input type="checkbox"/> Joint Plan Review Required	Piping			
<input type="checkbox"/> Bldg. <input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire	Tank			
<input type="checkbox"/> Elev.	Generator			
<input type="checkbox"/> Cooling/AC	Other			
<input type="checkbox"/> DSH	Generator			
<input type="checkbox"/> APPROVAL BY _____	Fireplace			
<input type="checkbox"/> SUBCODE APPROVAL FOR PERMIT	Chimney Cert.			
<input type="checkbox"/> SUBCODE APPROVAL FOR CERTIFICATE	Other			
DWG: _____	Final			
Approved by: _____				
- FIXTURE/EQUIPMENT:**

NO.	FIXTURE/EQUIPMENT	FEE (Office Use Only)
	Water Heater	
	Fuel Oil Piping Connections	
	Gas Piping Connections	
	Steam Boiler	
	Hot Water Boiler	
	Hot Air Furnace	
	Oil Tank	
	LPG Tank	
	Fireplace	
	Generator	
	Other	
- FEE (Office Use Only):**

Administrative Surcharge	\$
Minimum Fee	\$
State Permit Surcharge Fee	\$
TOTAL FEE	\$

5. **MECHANICAL CHARACTERISTICS:** Only the **Estimated Cost of Mechanical Work** and the **Present** fields need to be filled out.

Click the box to reveal the **Present** dropdown menu. Select the blank option.

The screenshot shows the 'MECHANICAL INSPECTION TECHNICAL SECTION' form. In section B, 'MECHANICAL CHARACTERISTICS', the 'Use Group' dropdown is set to 'Present' and is highlighted with a red box. Below it, the 'Estimated Cost of Mechanical Work' field is also highlighted with a red box. The form includes sections for identification, certification, technical site data, and a job summary table.

The **Estimated Cost of Mechanical Work** should match the **Est. Cost** for the **Plumbing** section of the **Jacket**.



NOTE: For example, if the **Est. Cost of Plumbing** on the **Jacket** is \$60,000, then the **Estimated Cost of Mechanical Work** can be \$5,000 on the **Mechanical Inspection Technical Section** and the **Estimated Cost of Plumbing Work** can be \$55,000 on the **Plumbing Subcode Technical Section** because this value equals \$60,000.

A sample form is filled out below.

This screenshot shows the same form as above but with sample data filled in. The 'Use Group' dropdown is set to 'Present' and the 'Estimated Cost of Mechanical Work' field is filled with '8,000'. Both are highlighted with red boxes. The 'Job Summary' table is also populated with sample data.

6. **JOB SUMMARY (Office Use Only):** Skip this section.
7. **CERTIFICATE IN LIEU OF OATH:** This section must be completed after printing.

Either the Rutgers University Project Manager or the General Contractor must physically sign and print their name.



NOTE: If the General Contractor fills out this section, they must check **Licensed Contractor**. If a Rutgers University Project Manager or Rutgers employee fills out this section, they must check **Exempt Applicant**.



CAUTION: Electronic signatures are not accepted. Failure to properly sign and print will result in a denied permit.

MECHANICAL INSPECTION TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIG NO. 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room 012

Owner is Fee Rutgers University
 Tel: (201) 456-7890 e-mail: projectmanager@rutgers.edu
 Address: 33 Knightsbridge Road Piscataway NJ 08854
 Contractor General Contracting Company A Tel: (555) 555-5555
 Address: 123 Sample Road e-mail: gcontractor@test.com
 Sample NJ 12345
 Contractor License No: 5555555 Exp. Date: 01/28/2025
 Home Improvement Contractor Registration No. or Exemption Reason
 Federal Corp. ID No: 5555555 FAX: (555) 555-5555

B. MECHANICAL CHARACTERISTICS

Use Group Present
 Heating System work: New on Modification to Existing on Conversion on Replacement
 Type: Hydronic Hot Air
 Fuel Type: Gas Oil Electric Solar Other
 Estimated Cost of Mechanical Work: \$ 8,000

JOB SUMMARY (Office Use Only)

PLAN REVIEW	INSPECTIONS	DATES
<input type="checkbox"/> No Plans Required	Type: Water Heater	Failure - Failure - Approval - Initial
<input type="checkbox"/> Mechanical Plans Approved	Appliance	
Date: _____ Approved by: _____	Chimney/Vent	
Joint Plan Review Required: <input type="checkbox"/>	Piping	
<input type="checkbox"/> Bldg. <input type="checkbox"/> Elec. <input type="checkbox"/> Plumb. <input type="checkbox"/> Fire.	Tank	
<input type="checkbox"/> Elec.	Cooling/AC	
SUBCODE APPROVAL FOR PERMIT	Generator	
Date: _____	Fireplace	
Approved by: _____	Chimney Capt.	
	Other	
	Final	

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
 Applicant sign/Contractor sign and seal here:
 Print name here: David Doe
 Licensed Contractor Exempt Applicant

DESCRIPTION OF WORK

NO.	FIXTURE/EQUIPMENT	FEE (Office Use Only)
	Water Heater	\$
	Fuel Oil Piping Connections	\$
	Gas Piping Connections	\$
	Steam Boiler	\$
	Hot Water Boiler	\$
	Hot Air Furnace	\$
	Oil Tank	\$
	LPG Tank	\$
	Fireplace	\$
	Generator	\$
	Other	\$
	Administrative Surcharge	\$
	Minimum Fee	\$
	State Permit Surcharge Fee	\$
	TOTAL FEE	\$

S.C.C. F-145 (rev. 12/16) Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.

8. TECHNICAL SITE DATA: Enter a brief DESCRIPTION OF WORK.

Enter the appropriate **NO.** for each **FIXTURE/EQUIPMENT**.

MECHANICAL INSPECTION TECHNICAL SECTION

A. IDENTIFICATION—APPLICANT: COMPLETE ALL APPLICABLE INFORMATION, WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY OIG NO. 1-800-272-1900

Block: _____ Lot: _____ Qualification Code: _____
Work Site Location: 1 Test St, Sample NJ 12345 Doe Hall, 5555, Room 012

Owner in Fee: Rutgers University
Tel: (201) 455-7800 e-mail: projectmanager@rutgers.edu
Address: 33 Knightsbridge Road, Piscataway NJ 08854
Contractor: General Contracting Company A, Tel: (555) 555-5555
Address: 123 Sample Road, Sample NJ 12345, e-mail: gconractor@test.com
Contractor License No.: 5555555 Exp. Date: 01/28/2025
Home Improvement Contractor Registration No. or Exemption Reason: _____
Federal Emp. ID No.: 5555555 FAX: (555) 555-5555

B. MECHANICAL CHARACTERISTICS
Use Group: Present: New or Modification to Existing or Conversion or Replacement
Heating System work: New or Modification to Existing or Conversion or Replacement
Type: Hydronic Hot Air
Fuel Type: Gas Oil Electric Solar Other _____
Estimated Cost of Mechanical Work: \$ 8,000

C. CERTIFICATION IN LIEU OF OATH
I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
Applicant sign/Contractor sign and seal here: _____
Print name here: David Doe

TECHNICAL SITE DATA
DESCRIPTION OF WORK
Brief description of work: _____

NO.	FIXTURE/EQUIPMENT	FEE (Office Use Only)
	Water Heater	\$
	Fuel Oil Piping Connections	\$
	Gas Piping Connections	\$
	Steam Boiler	\$
	Hot Water Boiler	\$
	Hot Air Furnace	\$
	Oil Tank	\$
	LPG Tank	\$
	Fireplace	\$
	Generator	\$
	Other	\$

Administrative Surcharge \$ _____
Minimum Fee \$ _____
State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

JOB SUMMARY (Office Use Only)
PLAN REVIEW
 No Plans Required
 Mechanical Plans Approved
Date: _____ Approved by: _____
Joint Plan Review Required: _____
 Bldg. Elec. Plumb. Fire. Elev.
PERMITS APPROVAL FOR PERMIT
Date: _____
APPROVAL FOR CERTIFICATE
 CA COO
Date: _____
Approved by: _____

INSPECTIONS
Type: _____ Failure: _____ Approval: _____ Initial: _____
Water Heater
Appliance
Chimney/Vent
Piping
Tank
Cooling/AC
Generator
Fireplace
Chimney Capt.
Other

DATES
Failure: _____ Approval: _____ Initial: _____

U.C.C. 1748 (Rev. 12/16) Applicant: After submitting this form to your Local Construction Code Enforcement Office, please provide one original plus three photocopies.

9. FEE (Office Use Only): Skip this section.

10. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date in all designated areas.

Documents submitted without proper signatures and dates will result in a denied permit.

F150: Elevator Subcode Technical Section



KEY: Only certain sections and pages of this **Tech Sheet** must be filled out. Read the following steps carefully.

1. After [downloading the Tech Sheet](#), fill out the appropriate grey highlighted areas in the PDF. Click in the grey areas to type.



HINT: Enter all phone numbers and faxes without spaces or punctuation. The form will automatically add the necessary text.

2. You may need to scroll to the side or down to view the entire document.
3. Some of the information will be the same as the **Jacket**, ensure ALL overlapping information is correct on both forms. If the overlapped information does not match, the permit will be denied.

The screenshot shows a web browser window displaying the 'ELEVATOR SUBCODE TECHNICAL SECTION' form. The form is divided into several sections:

- A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION WHEN CHANGING CONTRACTORS. NOTIFY THIS OFFICE. CALL UTILITY DIS NO. 1-800-220-1000.** This section includes fields for Block, Lot, Qualification Code, Work Site Location, Owner in Fee, Tel, Address, Contractor/Installer, Home Improvement Contractor Registration No. or Exemption Reason, Federal Emp. ID No., Maintenance/Service Contractor, and Building User Group.
- B. ELEVATOR CHARACTERISTICS** This section includes fields for Building Registration No., Manufacture, Machine Room Location, No. of Stops, No. of Openings, Travel (ft), Speed (ft/m), Type of Control, Passenger, Capacity (lbs), Year of Installation, and Year of Alteration.
- C. CERTIFICATION IN LIEU OF OATH** This section includes a signature line and a date field.
- D. TECHNICAL SITE DATA** This section includes a 'DESCRIPTION OF WORK' table with columns for QTY, ITEM, and FEE (Office Use Only). The items listed include Traction or Winding Drum, Hydraulic, Roped Hydraulic, Escalator/Moving Walk, Distributor, Railway Carlift, Inclined and Vertical Wheelchair Lifts and Man Lifts, Oil Buffers, Counterweight Governor and Substitutes, Auxiliary Power Generator, Alarms, and Other.
- Administrative Surcharge \$**, **State Permit Surcharge Fee \$**, and **TOTAL FEE \$** are also indicated.
- JOBSUMMARY (Office Use Only)** This section includes a table for 'INSPECTIONS' with columns for Type, Date, Status, and Approval.
- SUBCODE APPROVAL FOR CERTIFICATE** and **SUBCODE APPROVAL FOR PERMIT** sections are also present.

4. **IDENTIFICATION – APPLICANT:** Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

Name	Information	Required?
Block	Skip this section.	✗
Lot	Skip this section.	✗
Qualification Code	Skip this section.	✗
Work Site Location	The Building Name, Building Number, Room Number must be included as part of the Address.	✓
Owner in Fee	This will always be Rutgers University. The Rutgers University Project Manager's Email and Phone are placed here. The Address will always be 33 Knightsbridge Road, Piscataway 08854.	✓
Contractor	Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.	✓

A sample form is filled out below.

The screenshot shows a web browser window with the URL nj.gov/dca/divisions/codes/forms/pdf_ucc_stdforms/ucc_f150_elev.pdf. The form is titled "ELEVATOR SUBCODE TECHNICAL SECTION" and is filled out with the following information:

- IDENTIFICATION – APPLICANT:**
 - Block: _____ Lot: _____ Qualification Code: _____
 - Work Site Location: 1 Test St, Sample NJ 12345, Doe Hall, 5555, Room 012
 - Owner in Fee: Rutgers University
 - No: _____ Tel: (23) 456-7890 e-mail: projectmanager@rutgers.edu
 - Address: 33 Knightsbridge Road, Piscataway NJ 08854
 - Contractor/Install: General Contracting Company A
 - No: (555) 555-5555
 - Address: 123 Sample Road, Sample NJ 12345
 - e-mail: gcontractor@test.com
 - Home Improvement Contractor Registration No. or Exemption Reason: _____
 - Home Improvement Contractor Registration No.: 550555 e-mail: (555) 555-5555
- TECHNICAL SITE DATA:**
 - DESCRIPTION OF WORK: _____
 - QTY: _____ ITEM: _____
 - ITEMS: Traction or Winding Drum (1 to 10 Floors), Over 10 Floors, Hydraulic, Roped Hydraulic, Escalator/Moving Walk, Dumbwaiter, Stairway Chassis, Inclined and Vertical Wheelchair Lifts and Man Lifts, OH Buffers, Counterweight Governor and Stables, Auxiliary Power Generator, Alterations, Other.
 - FEE (Office Use Only):
 - Administrative Surcharge \$ _____
 - State Permit Surcharge Fee \$ _____
 - TOTAL FEE \$ _____
- JOB SUMMARY (Office Use Only):**
 - PLAN REVIEW:
 - No Plans Required
 - Building Plans and Elevator Specs
 - Elevator Layout Drawings
 - INSPECTIONS:

Type	Temp	Final	Approval	Initial
_____	_____	_____	_____	_____
 - DATE: _____
 - APPROVED BY: _____
 - DATE: _____
 - APPROVED BY: _____

5. **ELEVATOR CHARACTERISTICS:** Only the **Estimated Cost of Elevator Work** needs to be filled out. This should match the **Est. Cost** for the **Elevator** section of the **Jacket**.

A sample form is filled out below.

The screenshot shows a web browser window with the URL `nj.gov/dca/divisions/codes/forms/pdf_ucc_stdforms/ucc_f150_slev.pdf`. The form is titled "ELEVATOR SUBCODE TECHNICAL SECTION" and is filled out with sample data. Key sections include:

- A. IDENTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THE OFFICE. CALL UTILITY DIS NO: 1-800-272-1000**
 - Block: _____ Lot: _____ Qualification Code: _____
 - Work Site Location: 1 Test St, Sample NJ 12345, Doe Hall, 5555, Room 012
 - Owner: Rutgers University
 - Contractor: General Contracting Company A
- B. ELEVATOR CHARACTERISTICS**
 - Building Use Group: _____ Building Registration No.: _____
 - Manufacturer: _____ Device I.D.: _____
 - Machine Room Location: _____
 - No. of Stops: _____ No. of Openings: _____
 - Travel (ft.): _____ Speed (ft./min): _____
 - Type of Control: _____ Type of Operation: _____
 - Passenger: _____ Freight: _____
 - Capacity (lbs): _____
 - Estimated Cost of Elevator Work \$ 25,000**
- C. CERTIFICATION IN LIEU OF OATH**
 - I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
 - Signature: _____
 - Print name here: _____
- D. TECHNICAL SITE DATA**
 - DESCRIPTION OF WORK: _____
 - QTY: ITEM (Traction or Winding Drum, 1 to 10 Floors, Over 10 Floors, Hydraulic, Roped Hydraulic, Escalator/Moving Walk, Dumbwaiter, Stairway Chairlift, Inclined and Vertical Wheelchair Lifts and Man Lifts, Oil Buffers, Countershaft Governor and Balloons, Auxiliary Power Generator, Alternators, Other)
 - FEE (Office Use Only) table with columns for item and amount.
 - Administrative Surcharge \$ _____
 - State Permit Surcharge Fee \$ _____
 - TOTAL FEE \$ _____
- PLAN REVIEW**
 - 1 | No Plans Required
 - 1 | Building Plans and Elevator Specs.
 - 1 | Elevator Layout Drawings
 - 1 | Subcode Approved for Permit
- INSPECTIONS**

Type	Dates (Month/Day)	Pass	Failure	Approval	Initial
Temporary					
Final					
- SUBCODE APPROVAL FOR CERTIFICATE**
 - 1 | Subcode Approved for Certificate
 - 1 | Subcode Approved for Permit

6. **JOB SUMMARY (Office Use Only):** Skip this section.

7. **CERTIFICATE IN LIEU OF OATH:** This section must be completed after printing.

Either the Rutgers University Project Manager or the General Contractor must physically sign and print their name.



CAUTION: Electronic signatures are not accepted. Failure to properly sign and print will result in a denied permit.

UCC F150 11-2009 (green).pmd

ELEVATOR SUBCODE TECHNICAL SECTION

A. CERTIFICATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIS NO. 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
 Work Site Location 1 Test St, Sample NJ 12345, Doe Hall, 5555, Room 012

Owner or Fee Payor Rutgers University
 Tel: (123) 456-7890 e-mail: projectmanager@rutgers.edu
 Address: 33 Knightbridge Road Princeton NJ 08542

Contractor General Contracting Company A
 Tel: (555) 555-5555 e-mail: gcontractor@test.com
 Address: 123 Sample Road Sample NJ 12345

Home Improvement Contractor Registration No. or Exemption Reason _____
 Federal Emp. ID No. 555555 FAX (555) 555-5555

Maintenance/Service Contractor
 Address _____
 Tel _____ FAX _____

B. ELEVATOR CHARACTERISTICS

Building Use Group _____ Building Registration No. _____
 Manufacturer _____ Device I.D. _____
 Machine Room Location _____
 No. of Stops _____ No. of Openings _____
 Travel (ft.) _____ Speed (f.p.m.) _____
 Type of Control _____ Type of Operation _____
 Passenger _____ Freight _____
 Capacity (lba.) _____
 Year of Installation _____ Year of Alteration _____
 Estimated Cost of Elevator Work \$ 25,000

JOB SUMMARY (Office Use Only)

PLAN REVIEW

[] 150 Plans Required	INSPECTIONS	Dates (Month/Day)		
[] Building Plans and Elevator Specs.	Type	Pass	Fail	Approval
Date _____ Approved by _____	Temporary			
[] Elevator Layout Drawings	Final			
Date _____ Approved by _____				
[] Job Day Review Required				
[] Bldg [] Elec [] Plumb [] Fire				

SUBCODE APPROVAL FOR PERMIT

Date _____ SUBCODE APPROVAL FOR CERTIFICATE _____
 Approved by _____ Date _____ Approved by _____

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.

Sign here: _____
 Print name here: David Doe

DESCRIPTION OF WORK

QTY	ITEM	FEE (Office Use Only)
	Traction or Winding Drum	
	1 to 10 Floors	\$ _____
	Over 10 Floors	\$ _____
	Hydraulic	\$ _____
	Roped Hydraulic	\$ _____
	Escalator/Moving Walk	\$ _____
	Dumbwaiter	\$ _____
	Stairway Chairlift, Inclined and	\$ _____
	Vertical Wheelchair Lifts and Man Lifts	\$ _____
	OT Buffers	\$ _____
	Counterweight Governor and Safeties	\$ _____
	Auxiliary Power Generator	\$ _____
	Alternative	\$ _____
	Other	\$ _____
	Other	\$ _____
	Administrative Surcharge	\$ _____
	State Permit Surcharge Fee	\$ _____
	TOTAL FEE	\$ _____

U.C.C. F150 (rev. 10/05)
 Homeowner: _____ Applicant: _____
 Enforcement Office: please provide one original plus three photocopies.

8. TECHNICAL SITE DATA: Enter a brief DESCRIPTION OF WORK.

Enter the appropriate QTY for each ITEM.

ELEVATOR SUBCODE TECHNICAL SECTION

A. CONTRACTOR INFORMATION—APPLICANT COMPLETE ALL APPLICABLE INFORMATION. WHEN CHANGING CONTRACTORS, NOTIFY THIS OFFICE. CALL UTILITY DIS NO: 1-800-272-1000.

Block _____ Lot _____ Qualification Code _____
Work Site Location 1 Test St, Sample NJ 12345, Doe Hall, 5555, Room 012
Owner or Fee Rutgers University
Tel (123) 456-7890 e-mail projectmanager@rutgers.edu
Address 33 Knightbridge Road Princeton NJ 08542
Contractor General Contracting Company A (555) 555-5555
Address 123 Sample Road Sample NJ 12345
Home Improvement Contractor Registration No. or Exemption Reason _____
Federal Emp. ID No. 555555 FAX (555) 555-5555
Maintenance/Service Contractor _____
Address _____
Tel _____ FAX _____

B. ELEVATOR CHARACTERISTICS

Building Use Group _____ Building Registration No. _____
Manufacturer _____ Device I.D. _____
Machine Room Location _____
No. of Stops _____ No. of Openings _____
Travel (ft.) _____ Speed (ft./min.) _____
Type of Control _____ Type of Operation _____
Passenger _____ Freight _____
Capacity (lbs.) _____
Year of Installation _____ Year of Alteration _____
Estimated Cost of Elevator Work \$ 25,000

C. CERTIFICATION IN LIEU OF OATH

I hereby certify that I am the (agent of) owner of record and am authorized to make this application.
Sign here: _____
Print name here: David Doe

D. TECHNICAL SITE DATA

DESCRIPTION OF WORK
Brief description of work

QTY	ITEM	FEE (Office Use Only)
	Traction or Winding Drum	
	1 to 10 Floors	
	Over 10 Floors	
	Hydraulic	
	Roped Hydraulic	
	Escalator/Moving Walk	
	Dumbwaiter	
	Stairway Chairlift, Inclined and Vertical Wheelchair Lifts and Man Lifts	
	OT Buffers	
	Counterweight Governor and Buffles	
	Auxiliary Power Generator	
	Alternate _____	
	Other _____	

Administrative Surcharge \$ _____
State Permit Surcharge Fee \$ _____
TOTAL FEE \$ _____

JOB SUMMARY (Office Use Only)

PLAN REVIEW
1) 150 Plans Required _____
1) Building Plans and Elevator Specs. _____
Date _____ Approved by _____
2) Elevator Layout Drawings _____
Date _____ Approved by _____
Joint Plan Review Required _____
1) Bldg. 1 Elec. 1) Plumb. 1) Fins. _____
SUBCODE APPROVAL FOR CERTIFICATE _____
Date _____ Approved by _____
1) GC 1) CA _____

U.C.C. F150 (rev. 11/05) Applicant: When submitting this form to your Local Construction Code Enforcement Office, please provide the original and two photocopies.

9. FEE (Office Use Only): Skip this section.

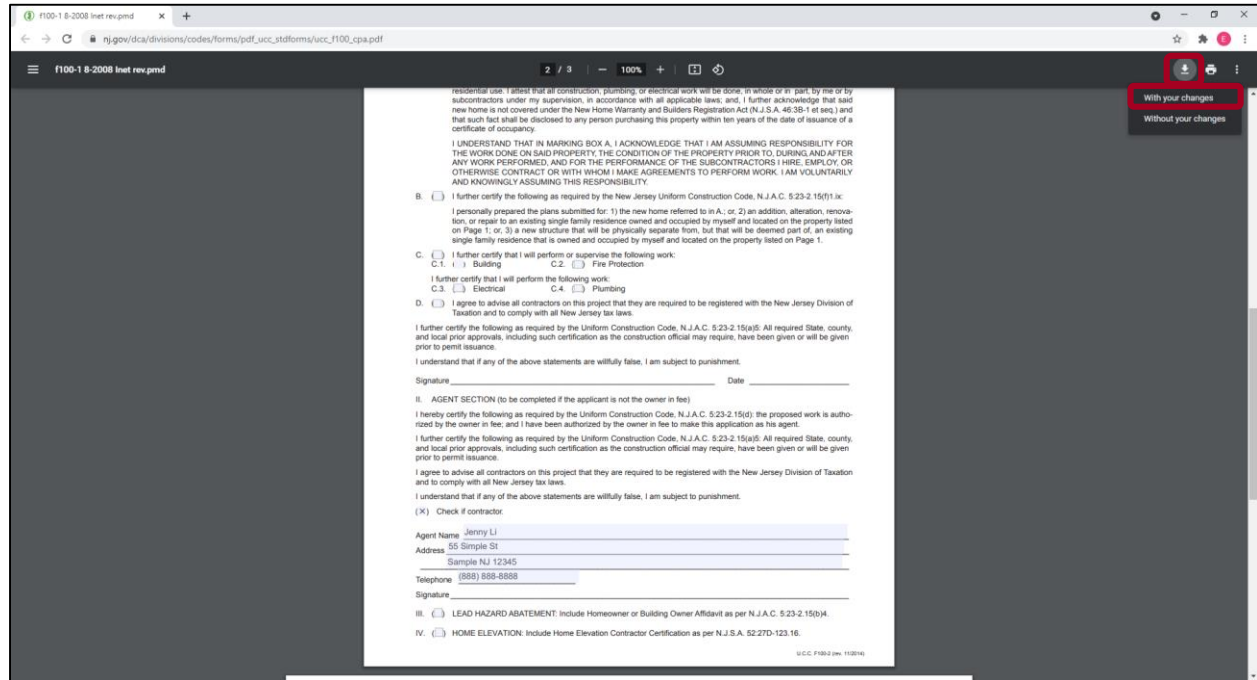
10. Follow the [Downloading and Printing a Form](#) steps.



KEY: After printing, remember to sign and date in all designated areas. Documents submitted without proper signatures and dates will result in a denied permit.

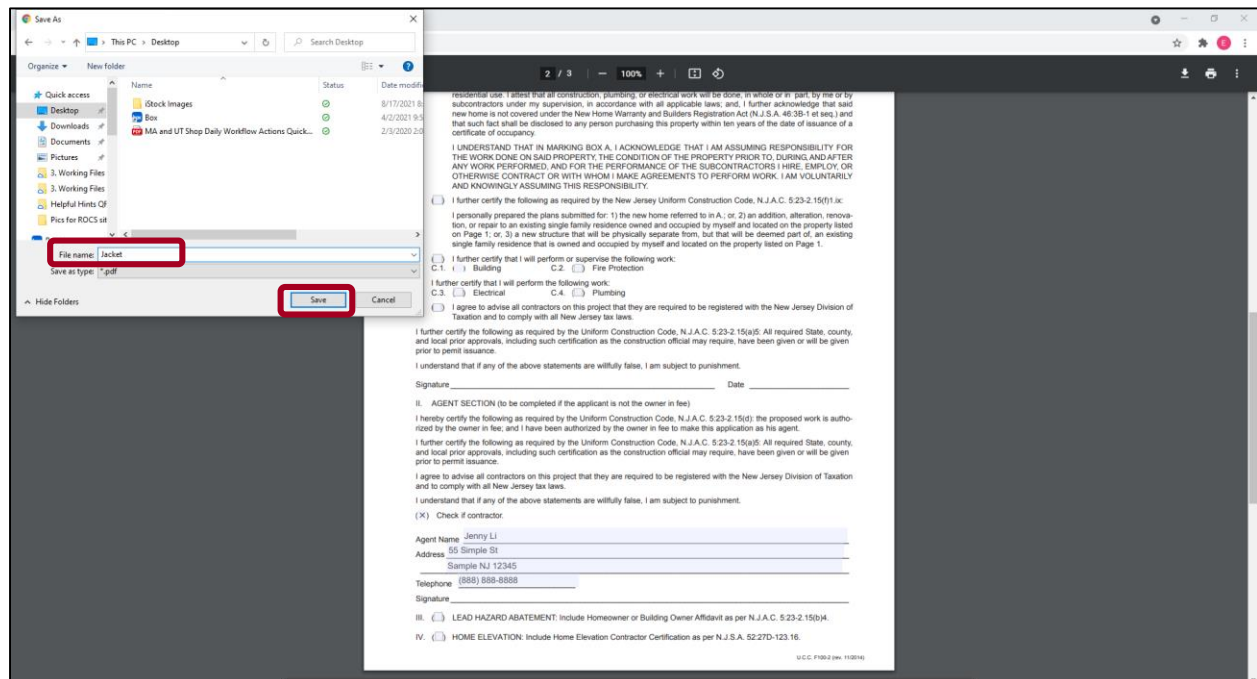
Downloading and Printing a Form


1. Click the **Download** icon  and select **with your changes** to save the document.

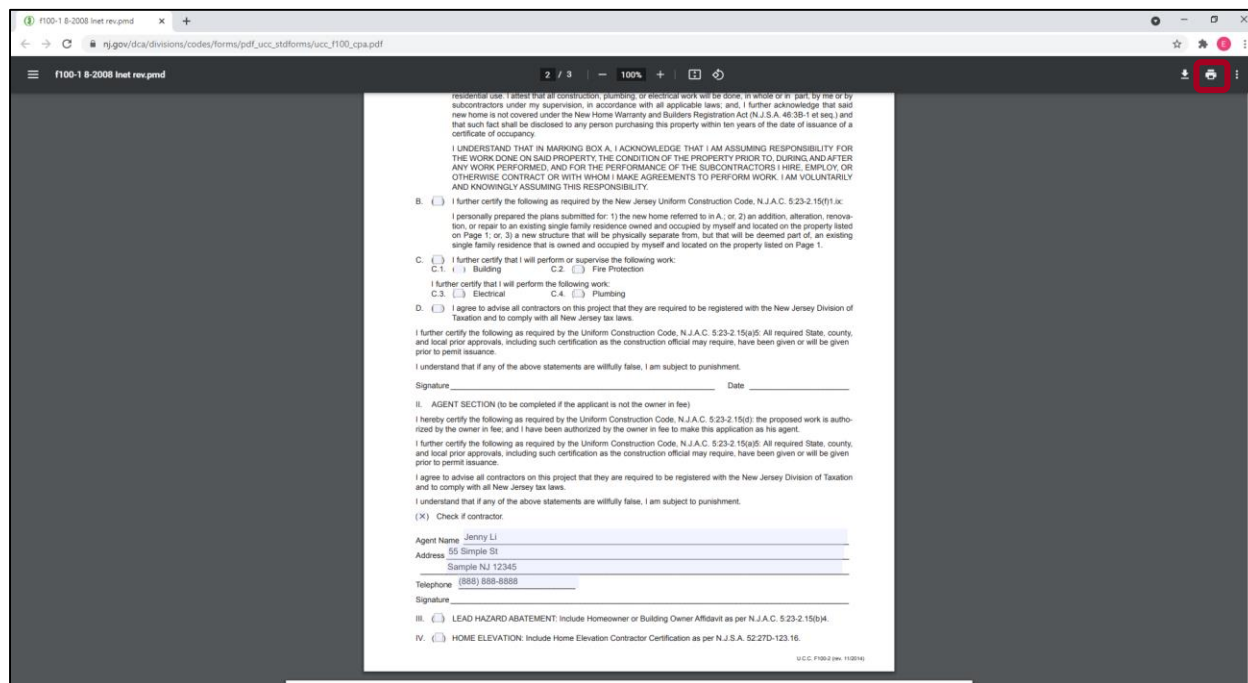


2. Select a location to save the file.

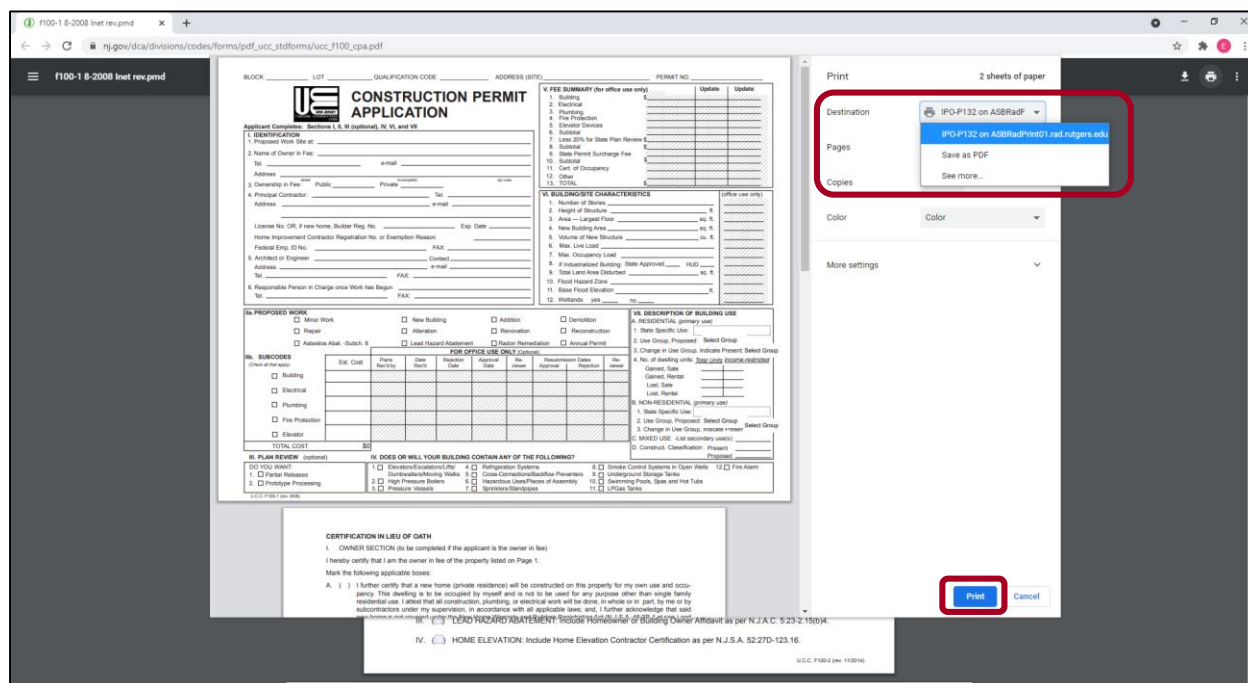
Enter a name for the file and click **Save**.



3. After saving the file, click the **Print** icon . Alternatively, go to the file save location and print from there.



4. A pop-up tab will appear. Select the appropriate **Destination**. Click **Print**.



5. Sign and date the form in the appropriate areas.

Submitting the Permit Packet for Review



KEY: Each project must have its own **Permit Packet**. Each location receives its own permit. If the Contractor is doing work in several rooms on the same floor, those may be grouped together.

The **Permit Packet** consists of the following items:

- A completed **Jacket**
- Completed **Tech Sheets**
- 2 copies of **signed and sealed Drawings**, both signed by a Rutgers University Architect

Every form in the Permit Packet must include the following information:

- Building number
- Building name
- Building address
- Room number (if applicable)
- Rutgers University Project Manager name, phone number, and email



CAUTION: Failure to provide any of the above materials will automatically result in a denied permit.

1. Print all **Permit Packet** materials.
2. Sign and date in all the designated areas. Electronic signatures are not acceptable.
3. Fees are not charged to Rutgers University operated building or department.



NOTE: The only instance where fees are charged involves for-profit tenant renting space from the university. In this case, pay the Permit Fee and Permit Review Fee with a check made out to The Office of Codes and Standards - Rutgers University.

4. Submit the physical **Permit Packet** for review by mail or in-person to:

William (Bill) Fox
33 Knightsbridge Road, 3rd Floor West Wing
Piscataway, NJ 08854



KEY: If there is additional work planned for later, and the **Tech Sheets** are not ready, you must notify the Office of Codes and Standards upon submittal.



NOTE: Only **Tech Sheets** and updated **Drawings** (with Rutgers University Architect signature) need to be submitted for additional work on an open permit. Notify the Office of Codes and Standards that this work is part of an existing permit and provide the **Permit Number**.

5. Once the permit is received, the **Drawings** are reviewed by a **Sub Code Official**.

If approved, a **Permit Number** is issued and work can begin. The Rutgers University Project Manager will be given a copy of the **Permit Packet**, including the **Drawings**, all physically signed by a Code Official from the Office of Codes and Standards.

If any section of the **Permit Packet** is denied, the packet will be returned to the Rutgers University Project Manager, who is responsible for resubmission.



STOP: Never begin without an approved permit. Follow this User Guide to request a permit before starting any project.

6. After the permit is approved and work starts, inspections can begin.

Scheduling an Inspection

For **Final Fire Inspection**:

- All other final inspections must be completed prior to the **Final Fire Inspection**. This is always the last inspection since construction dust can interfere with tests.
- All pre-tests and reports must be completed and submitted. This includes the 200 psi/2-hour test on the water service line.
- All of the following people must be present at inspection:
 - The Electrical Contractor
 - A representative from the fire alarm company
 - A representative from the sprinkler company (if applicable)
 - Rutgers University Project Manager



NOTE: The Rutgers University Project Manager schedules the appointment with the fire alarm company.

For all inspections (including **Final Fire Inspection**):



KEY: The **Inspection Request Form** can be filled out by either the Contractor or the Rutgers University Project Manager. However, it is the Rutgers University Project Manager's responsibility to reschedule any inspections.

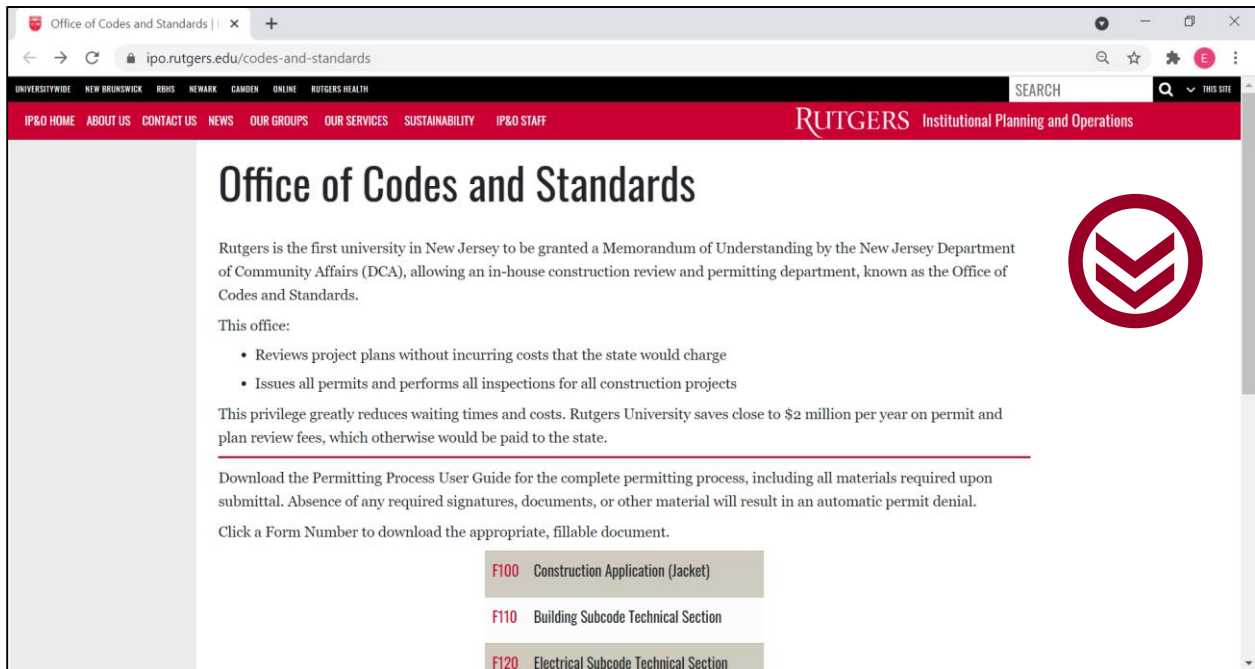


CAUTION: All work must be complete prior to scheduling an inspection. If work is not complete, [contact](#)⁷ the Office of Codes and Standards immediately.

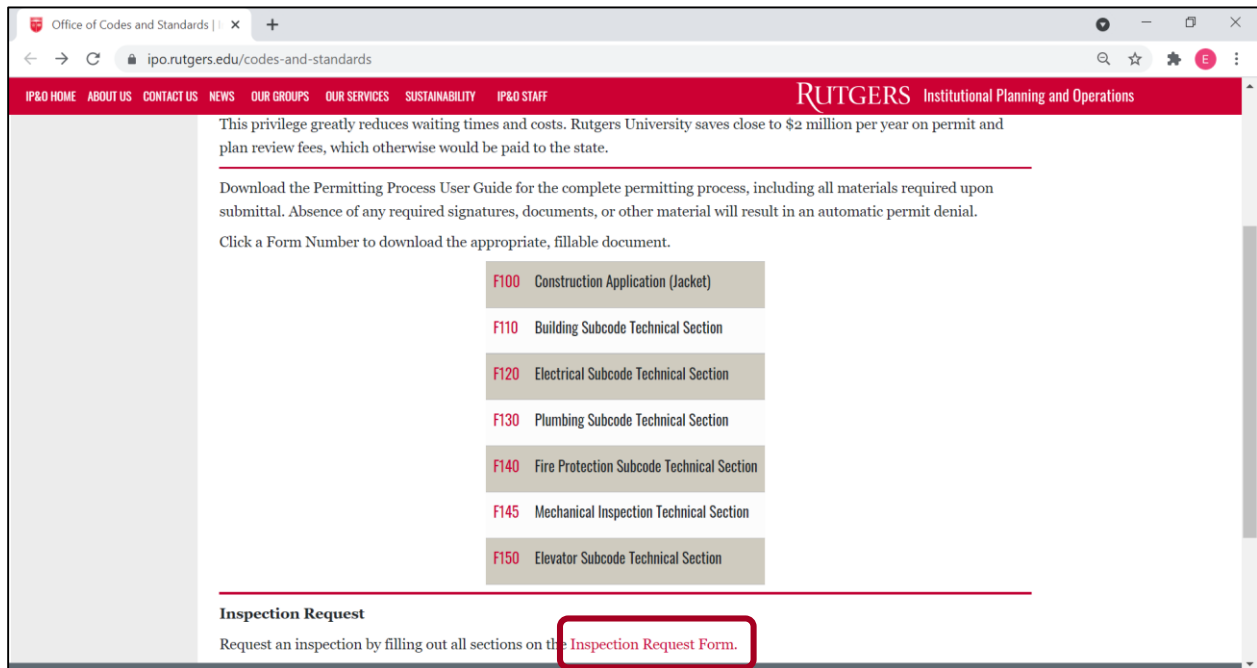
⁷ william.fox@rutgers.edu

To schedule any inspection:

1. Navigate to the [Office of Codes and Standards](https://ipo.rutgers.edu/codes-and-standards)⁸ website.



2. Click **Inspection Request Form**.



⁸ <https://ipo.rutgers.edu/codes-and-standards>

3. Enter the appropriate information and click **Submit**.

The screenshot shows a web browser window with the URL ipo.rutgers.edu/inspection-request-form. The page title is "Inspection Request Form". Below the title, there is a note: "All pertinent work must be completed before the inspection. Additionally" followed by two bullet points: "The Project Manager or Contractor must be present at the inspection." and "The Project Manager must **contact** the Office of Codes and Standards if rescheduling is necessary." The form contains the following fields: "First Name: *", "Last Name: *", "Email: *", "Phone Number: *", "Contractor or Project Manager?*" with radio buttons for "Contractor" and "Project Manager", "Permit Number: *", and "Room Number (if applicable):". A red box highlights the "SUBMIT" button at the bottom left of the form. The footer of the page includes contact information for general and group specific inquiries, and social media icons for Facebook, Instagram, and Twitter.

4. A member of the Office of Codes and Standards will review your request and schedule an inspection.



STOP: Either the Rutgers University Project Manager or the Contractor must be present at the inspection.

5. If work passes inspection, work can continue. If this is the final inspection, continue to Step 6.

If work does not pass inspection, the Office of Codes and Standards records the inspection as “Did not pass.”



STOP: New work cannot begin until this work is corrected. Once the work is corrected, the Rutgers University Project Manager must [contact](#) the Office of Codes and Standards for re-inspection.

6. If work passes inspection and this is the final inspection, a **Certificate of Occupancy (CO)** or **Certificate of Approval (CA)** is given.

An example **CO** and **CA** are located on the following pages.

If a **Temporary Certificate of Occupancy (TCO)** is given, view the attached comments and **Valid** date. The Rutgers University Project Manager and Contractor have until that date to correct all comments.



STOP: Read the **TCO** carefully. The **TCO** may only offer temporary approval for certain areas within a building, not the entire building.



CAUTION: All conditions must be met before the **Valid** date. Failure to meet all conditions may result in an immediate order to vacate.

An example **TCO** is located on the following pages.

Certificate

Construction Code Division
(Certificate of Occupancy)

Identification

Date Issued _____
Control Number _____
Permit Number _____
Permit Issue Date _____
Certificate Number _____

Work Site Location: _____ Block: _____ Lot: _____ Qual: _____
Owner in Fee: _____
Owner Address: _____
Telephone: _____
Contractor _____
Address _____
Telephone: _____ Fax: _____ Federal Emp. Number: _____
License Number or Builders Registration Number: _____
Home Warranty Number: _____ Type of Warranty Plan: State Private
Use Group: _____ Construction Classification: _____
Maximum Live Load: 0 _____ Maximum Occupancy Load: 0 _____
Description of Work/Use: _____

Certificate Comments:

Certificate of Occupancy

This serves notice that said building or structure has been constructed in accordance with the New Jersey Uniform Construction Code and is approved for occupancy.

Certificate of Approval

This serves notice that the work completed has been constructed or installed in accordance with the New Jersey Uniform Construction Code and is approved. If the permit was issued for minor work, this certificate was based upon what was visible at the time of inspection.

Certificate of Continued Occupancy

This serves notice that based on a general inspection of the visible parts of the building there are no imminent hazards and the building is approved for continued occupancy.

Temporary Certificate of Compliance

The following conditions must be met no later than _____ or the owner will be subject to fine or order to vacate:
This certificate has an expiration date of: _____
Conditions to be met:

Certificate of Clearance - Lead Abatement 5:17

This serves notice that based on written certification, lead abatement was performed as per NJACS:17 to the following extent.

- Total removal of lead-based paint hazards in scope of work
 Partial or limited time period (_____ years); see file

Certificate of Clearance - Asbestos Abatement

This serves notice that based on written certification, asbestos abatement was performed to the following extent.

- Total removal of asbestos hazards in scope of work
 Partial or limited time period (_____ years); see file

Certificate of Compliance

This serves notice that said potentially hazardous equipment has been installed and/or maintained in accordance with the New Jersey Uniform Construction Code and is approved for use until _____

Temporary Certificate of Occupancy

The following conditions must be met no later than _____ or the owner will be subject to fine or order to vacate:
This certificate has an expiration date of: _____
Conditions to be met:

Construction Official _____

Date Printed: 9/1/2021

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Fee: _____

Check Number: _____

Collected By: _____

Page 1

Certificate

Construction Code Division

(Certificate of Approval)

Identification

Date Issued _____
Control Number _____
Permit Number _____
Permit Issue Date _____
Certificate Number _____

Work Site Location: _____ Block: _____ Lot: _____ Qual: _____
Owner in Fee: _____
Owner Address: _____
Telephone: _____
Contractor
Address _____
Telephone: _____ Fax: _____ Federal Emp. Number: _____
License Number or Builders Registration Number: _____
Home Warranty Number: _____ Type of Warranty Plan: State Private
Use Group: _____ Construction Classification: _____
Maximum Live Load: _____ Maximum Occupancy Load: _____
Description of Work/Use: _____

Certificate Comments:

Certificate of Occupancy

This serves notice that said building or structure has been constructed in accordance with the New Jersey Uniform Construction Code and is approved for occupancy.

Certificate of Approval

This serves notice that the work completed has been constructed or installed in accordance with the New Jersey Uniform Construction Code and is approved. If the permit was issued for minor work, this certificate was based upon what was visible at the time of inspection.

Certificate of Continued Occupancy

This serves notice that based on a general inspection of the visible parts of the building there are no imminent hazards and the building is approved for continued occupancy.

Temporary Certificate of Compliance

The following conditions must be met no later than or the owner will be subject to fine or order to vacate:
This certificate has an expiration date of:
Conditions to be met:

Certificate of Clearance - Lead Abatement 5:17

This serves notice that based on written certification, lead abatement was performed as per NJAC5:17 to the following extent.

- Total removal of lead-based paint hazards in scope of work
 Partial or limited time period (_____ years); see file

Certificate of Clearance - Asbestos Abatement

This serves notice that based on written certification, asbestos abatement was performed to the following extent.

- Total removal of asbestos hazards in scope of work
 Partial or limited time period (_____ years); see file

Certificate of Compliance

This serves notice that said potentially hazardous equipment has been installed and/or maintained in accordance with the New Jersey Uniform Construction Code and is approved for use until _____

Temporary Certificate of Occupancy

The following conditions must be met no later than: _____
or the owner will be subject to fine or order to vacate:
This certificate has an expiration date of: _____
Conditions to be met:

Fee: _____
Check Number: _____
Collected By: _____

Construction Official
Date Printed: 9/1/2021

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Page 1

Certificate

Construction Code Division

(Temporary Certificate of Occupancy)

Identification

Date Issued _____
Control Number _____
Permit Number _____
Permit Issue Date _____
Certificate Number _____

Work Site Location: _____ Block: _____ Lot: _____ Qual: _____
Owner in Fee: _____
Owner Address: _____
Telephone: _____
Contractor _____
Address _____
Telephone: _____ Fax: _____ Federal Emp. Number: _____
License Number or Builders Registration Number: _____

Home Warranty Number: _____ Type of Warranty Plan: State Private

Use Group: _____ Construction Classification: _____

Maximum Live Load: _____ Maximum Occupancy Load: _____

Description of Work/Use:

Certificate Comments:

Certificate of Occupancy

This serves notice that said building or structure has been constructed in accordance with the New Jersey Uniform Construction Code and is approved for occupancy.

Certificate of Approval

This serves notice that the work completed has been constructed or installed in accordance with the New Jersey Uniform Construction Code and is approved. If the permit was issued for minor work, this certificate was based upon what was visible at the time of inspection.

Certificate of Continued Occupancy

This serves notice that based on a general inspection of the visible parts of the building there are no imminent hazards and the building is approved for continued occupancy.

Temporary Certificate of Compliance

The following conditions must be met no later than _____ or the owner will be subject to fine or order to vacate:
This certificate has an expiration date of: _____

Conditions to be met:

Certificate of Clearance - Lead Abatement 5:17

This serves notice that based on written certification, lead abatement was performed as per NJACS:17 to the following extent.

- Total removal of lead-based paint hazards in scope of work
- Partial or limited time period (_____ years); see file

Certificate of Clearance - Asbestos Abatement

This serves notice that based on written certification, asbestos abatement was performed to the following extent.

- Total removal of asbestos hazards in scope of work
- Partial or limited time period (_____ years); see file

Certificate of Compliance

This serves notice that said potentially hazardous equipment has been installed and/or maintained in accordance with the New Jersey Uniform Construction Code and is approved for use until _____

Temporary Certificate of Occupancy

The following conditions must be met no later than: _____ or the owner will be subject to fine or order to vacate:
This certificate has an expiration date of: _____

Conditions to be met:

Fee: _____

Check Number: _____

Collected By: _____

Construction Official _____

Date Printed: 9/1/2021

U.C.C. F260 (rev. 08/05)

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