

BULLETIN

Permitting Tips

(11.8.18)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

- For additional information regarding City and Health Department websites and other permitting information contact them directly at the following web sites:

<http://www.edisonnj.org/>

http://www.edisonnj.org/index.asp?Type=B_BASIC&SEC=%7B49FA05FA-C21F-4AE7-B5BD-A32692902543%7D

- Average permitting time is 8-12 weeks. If the following pieces of information are included at the time of filing, permitting could be reduced to 6-8 weeks.
- Zoning application to be completed by Tenant and signed by the Mall Operations Director.
- Application must include General Contractor information, as well as, a complete list of all the sub contractors, including sprinkler.
- Include sprinkler shop drawings in permit set or a letter stating there is no sprinkler work in the project. Note, the Building Dept will accept your drawings without the sprinkler drawing, and will not review until they are in receipt of this information. The Building Dept will not bring it to the applicant's attention, nor reach out to the applicant for this information. The application will sit until the sprinkler drawings are submitted.
- Also note, permit expeditors are not effective in this jurisdiction.
- If the space is not changing use, a CCO (Continued Certified Occupancy) permit may be applied for. These take 2-4 weeks. Change in use will require the full permit process be adhered to.
- In some cases, the City will require a "5 day demolition abatement certificate" before they will issue a permit. Contact the mall operations director for additional information.
- **CofO – Certificates of Occupancy are required prior to furnishings or people moving into the space.** CofO's take up to 10 days after all final inspections are approved. If construction completes and passes all final inspections on a Friday, it still

Menlo Park
Edison, NJ

takes up to 10 days to get a CofO. You cannot stock or populate the space until a CofO has been issued. Failure to follow these requirements will result in a Notice of Violation

and is subject to penalty and Notice to Vacate the Premises. A written application for a CofO is required by the City as well as a certified air balance report.

- **UNION AFFILIATED GUIDELINES**

In an effort to establish acceptable and unified construction and quality and productivity standards, the Landlord strongly recommends that all union trades, traditionally and customarily performing construction crafts be engaged to promote project wide continuity.

This shall not serve as a limitation to a Tenant's right to employ the most qualified low bidder for a construction contract. However, Tenant shall take all necessary action to avoid labor disputes and difficulties on the project and shall do all things to avoid work stoppage or delay on account thereof, regardless of whether the impact is to the Tenant, Landlord or other Tenants. In an event of work stoppage, Tenant will cooperate with Landlord to remove the source of the work stoppage at Landlord's sole discretion so that the project shall be completed on schedule in a cost efficient manner as initially contemplated.

- **ADA Barrier Free Accessibility Code** – The architect submitting for permit shall include an Interior Accessibility Components sheet with the drawings. The components described shall include stairs, restrooms, doors, path of travel, ramps, controls, signage, table seating and tableware areas as applicable and all work shall be in conformance with Building Code IBC 2006 and ICC/ANSI A117.1 – 2003.