



Permitting Tips
The Shops at Riverside

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.hackensack.org>

Department of Health, 215 State Street, Hackensack, NJ 07601, 201-646-3965
phone

John Christ 201-646-3967 phone, 201-646-3989 fax, jchrist@hackensack.org

- Prior to filing for a building permit with the City of Hackensack the Tenant must obtain a signature from Mall Management upon a City Zoning Application.
- Tenant must secure Mall's GC Rules and Regulations from Mall Management to establish required Fire Sprinkler as well as Fire Alarm Subcontractors.
- The City of Hackensack will accept the initial permit submittal without fire alarm / sprinkler shop drawings but they will be required before the permit review process can be completed. Landlord strongly recommends that these be provided as part of the initial permit submittal process.
- The City of Hackensack Building, Housing and Land Use Department (DOB) prefers that building permit applications be filed by the Landlord's suggested expeditor:

MO Management Permit Expediting

Attn: Mark O'Connor

8 Concord Drive

Mahopac, NY 10541

Phone 914-573-6925

momanagement@verizon.net

- No Building Permit Applications will be accepted by The City of Hackensack DOB until the following contractors have been hired by the tenant: General Contractor, Fire Sprinkler Contractor, Electrical Contractor, Plumbing Contractor and Fire Alarm Contractor. There are NO exceptions. The General Contractor, all Sub-trades (Mechanical / Plumbing, Electrical, Fire Protection, etc.) and all Third Party Inspectors (Concrete, Steel, etc.) MUST be identified on the permit applications for submittal. Landlord strongly recommends that the Tenant does not change contractors and / or sub-trades during or after the permit review process since it will delay the project.
- Permit applications are reviewed by the zoning department first. If there are no issues the plans will then go to each sub-code official for review.

- By New Jersey law, the DOB has 20 business days (maximum) to review plans. This time-line is extended if revisions or clarifications are requested by the DOB sub-code plan reviewers. Typical turn-around for application to permit is 4 weeks. Please schedule accordingly.
- Once a permit has been submitted by the Permit Expeditor a “control number” (Control # 34353) will be assigned to the permit application.
- Any comments or additional information requests will be faxed directly to the Tenant’s General Contractor. If comments are generated, corrective action by the Tenant’s architect, engineer or contractors will be required and must be responded to immediately.
- It is imperative that the Tenant’s General Contractor contact the Tenant or their Permit Expeditor immediately if any faxes are received from the Hackensack DOB.
- When all sub-code officials approve and sign-off on the reviewed plans, the permit will go to the Land Use Administrator for signature. At that time the permit fee will be calculated and must be paid when the Tenant’s General Contractor picks up the permit.

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.