

# BULLETIN

## Permitting Tips

(02/15)

**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.**

### General Information

Although contained elsewhere in this Tenant Handbook, Landlord has compiled a list of answers to the most frequently asked questions to help save time and expedite the process.

1. Legal Description: Lot 1, Block 1375.
2. The mall address is:

THE MILLS AT JERSEY GARDENS  
651 Kapkowski Road  
Elizabeth, New Jersey 07201

3. The address for Tenants is:

Tenant's Store Name  
651 Kapkowski Road  
Suite No. \_\_\_\_\_\*  
Elizabeth, New Jersey 07201

4. Inline Tenants: XXXX where the XXXX is the four (4) digit space number; Major Tenants: OXXX where the XXX is the three (3) digit space number; and Anchor Tenants: 00XX where the XX is the two (2) digit space number.
5. The mall statistics are as follows:
  - This is a two (2) level mall with a structural slab on the lower level and a four-inch (4") nominal slab-on-deck on the upper level.
  - Landlord has installed a zoned sprinkler system throughout the mall.
  - Tenant's HVAC system shall be by way of a self-contained, air cooled, electric, packaged rooftop unit with Tenant VAV boxes and PTB with electric heat (as required), excluding Food Court Tenants.
  - The primary electric service shall be 277/480 volt, 3-phase with vanilla boxes delivered with transformer and line voltage per vanilla box drawings.
  - Gas is available to food court and restaurant Tenants only. Tenants shall apply and pay for all required gas meters.
  - Water meters are required for high volume users as determined by Landlord. Tenant shall install and pay for all required water meters.
  - A toilet room is required for all Tenants with more than four hundred fifty square feet (450 SF).

The Mills At Jersey Gardens  
Elizabeth, NJ

## Building Data

1. Building Class Use Group: M-Mercantile (309)
2. Accessory Use Group: B-Business  
A3-Assembly (Food Court)
3. Construction Type:  
2-C  
Unprotected  
Unlimited Area  
Fully Sprinklered
4. Smoke Control: Tenant to comply with Mall Smoke Evacuation requirements.

## General Contractor Licensing

- All contractors, both general and sub-trades, shall be licensed by the STATE OF NEW JERSEY and comply with state labor and wage bond laws and regulations.
- Copies of said licenses shall be posted and maintained onsite during construction by Tenant's contractors.
- Tenant and/or Tenant's contractors should contact the CITY OF ELIZABETH for details regarding local licensing.
- All work, **without exception**, shall be performed using union trades in accordance with local collective bargaining agreements inclusive of fixture assembly and installation.

## City of Elizabeth – Submission Requirements

- All plan review fees and subcode permit fees shall be paid by Tenant to the CITY OF ELIZABETH.
- Permitting review time is estimated at (5) weeks. Tenant to confirm with the CITY OF ELIZABETH.
- Tenant must apply for and obtain the necessary permits from all applicable governmental agencies prior to commencing construction.
- All applicable permits and one (1) set of approved drawings must be kept onsite during construction.
- Once Landlord has approved Tenant's working drawings and specifications, Tenant must submit the approved working drawings and specifications for permit purposes to:

CITY OF ELIZABETH  
50 Winfield Scott Plaza  
Elizabeth, New Jersey 07201-2642  
Chief Building Official (Plans Examiner): (908) 820-4091

- A shell Tenant shall submit the following to the CITY OF ELIZABETH:
- (2) complete sets of Tenant's working drawings and specifications, stamped;
- (2) sets of HVAC drawings, stamped;
- (2) sets of electrical drawings, stamped;
- (2) sets of fire protection sprinkler drawings, stamped;
- (2) sets of electrical drawings for Tenant's alarm system, stamped; and
- (2) 8 ½" x 11" Key Plans showing Tenant's Premises
- **\*\*Plumbing submissions are separate and must be sent to the Plumbing**

#### CITY OF ELIZABETH Contacts

- Main Telephone: (908) 820-4000
- Building Subcode Official (Inspections): (908) 820-4078
- Plumbing Permit: (908) 820-4091

#### Food Service Tenant

- A Food service Tenant shall submit for approval to:  
CITY OF ELIZABETH  
HEALTH DEPARTMENT  
50 Winfield Scott Plaza  
Elizabeth, New Jersey 07201-2642  
Telephone: (908) 820-4060
- City of Elizabeth permitting times
- All plan submissions must be accompanied by a Building Permit Application properly filled in with all sections completed.

#### Required Inspections

The following is a list of Tenant space inspections required by the CITY OF ELIZABETH BUILDING INSPECTION DEPARTMENT for THE MILLS AT JERSEY GARDENS:

- Concrete: before any concrete is poured;
- Rough Framing: after wall framing is in place;
- Rough Electric: after conduit and wiring are in place;
- Insulation/Sound Barrier: after installation;
- Drywall: after hanging but before taping;
- Egress Lighting: before the final building inspection;
- Sprinkler Test: after all piping is in place and with a hydrostatic test;
- Gas Line: after installation and with the testing gauge attached;
- Exterior Signage: after installation;
- Final Electric: when electric is completed;
- Final Building: after all the above has been inspected and approved;
- Certificate of Occupancy: when the final inspections are approved and placard is issued;
- Hood Inspection for Food Service Tenants Only: when installed; and
- Hood Suppression System for Food Service Tenants Only: when in place.

Other inspections NOT from this department:

- A. Rough Plumbing;
- B. Final Plumbing; and
- C. HEALTH DEPARTMENT (if applicable).