

BULLETIN

Permitting Tips

(6/17/14)

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 websites and other permitting information contact them directly at the following web site: <http://www.lawrencetwp.com/constfm.html>
- The township requires a letter from the Landlord, approving tenant drawings, be submitted along with the drawings.
- The applicant will need to submit 3 complete sets of sealed Bond drawings for non food tenants, 4 sets for food uses (extra set is for BOH).
- Fire/Life Safety – Sealed Sprinkler drawings must be complete and included in the permit set of drawings. Fire alarm systems including smoke detectors in duct work require separate permits.
- The township takes 20 business days to review drawings, first in, first out. Comments will be faxed to applicant. Applicant must respond to all bullet points in the same fashion as they were received, in its entirety rather than piecemeal.
- Do not make any revisions to drawings until after permits are received. If you submit a change prior to receiving all permits, you will have to start the process over in its entirety.
- The permit fee is paid when the permit is picked up. Subcontractor lists must be provided to provide proof of NJ registration. Contract documents must be provided to substantiate costs.
- The contractor can apply for an **Interior Removal (demolition) permit. Please be certain to use this language as using the word DEMOLITION will result in additional delays. One page drawings showing removal is to be attached to permit.** The full set of permit applications is to be completed, listing each item to be removed, along with the single sheet which reflects demolition. **In the Comments section of the application, Interior Removal should be listed.**
- Tenant's Agent may apply for permit. They strongly advise applying in person so they can review the application before submission. In addition, the actual form is in triplicate because multiple copies are needed. This does not download.
- Name of local permit expeditor if you choose:

K B Design Group
113 West Jersey Ave
Pitman, NJ 08071
Contact Joe Griffin
Cell Phone: 609-560-5928
Email: jcgriffin@kbdesigngroupinc.com

Quaker Bridge Mall
Lawrenceville, NJ