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 be 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.

<table>
<thead>
<tr>
<th>DCA Name</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>F110</td>
<td>Building Subcode Technical Section</td>
</tr>
<tr>
<td>F120</td>
<td>Electrical Subcode Technical Section</td>
</tr>
<tr>
<td>F130</td>
<td>Plumbing Subcode Technical Section</td>
</tr>
<tr>
<td>F140</td>
<td>Fire Protection Subcode Technical Section</td>
</tr>
<tr>
<td>F145</td>
<td>Mechanical Inspection Technical Section</td>
</tr>
<tr>
<td>F150</td>
<td>Elevator Subcode Technical Section</td>
</tr>
</tbody>
</table>
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 here¹.

DCA
The New Jersey Department of Community Affairs.

Learn more about the DCA here².

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.

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 FAQs

1. Where do I download the Permit Packet?
Access the Office of Codes and Standards\textsuperscript{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.

\textsuperscript{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 be 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 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.

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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 the Office of Codes and Standards for re-inspection.

It is the responsibility of the Rutgers University Project Manager to reschedule all inspections.
Downloading the Jacket and Tech Sheets

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

   ![Office of Codes and Standards Website Screenshot]

   - [Office of Codes and Standards](https://ipo.rutgers.edu/codes-and-standards)

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.

   ![Office of Codes and Standards Website Screenshot]

   ![Office of Codes and Standards Website Screenshot]

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6 [https://ipo.rutgers.edu/codes-and-standards](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.
6. **IDENTIFICATION**: Enter the appropriate information and ensure that all information that overlaps with the **Jacket** is the same.

<table>
<thead>
<tr>
<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Work Site at</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✓</td>
</tr>
<tr>
<td>Name of Owner in Fee</td>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td>Ownership in Fee</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Principal Contractor</td>
<td>Enter the General Contractor’s Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✓</td>
</tr>
<tr>
<td>Architect or Engineer</td>
<td>Enter the Project Designer’s Company Name and Address. Enter the Company’s Representative’s Name, Phone, Email, and Fax.</td>
<td>✓</td>
</tr>
<tr>
<td>Responsible Person in Charge once Work has Begun</td>
<td>Enter the General Contractor’s Representative Name, Phone, and Fax.</td>
<td>✓</td>
</tr>
</tbody>
</table>

A sample form is filled out below.

7. **PROPOSED WORK**: Skip this section.
8. **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.

9. **PLAN REVIEW**: Skip this section.
10. **DOES THE BUILDING CONTAIN ANY OF THE FOLLOWING?**: Skip this section.
11. **FEE SUMMARY** (for office use only): Skip this section.
12. **BUILDING/SITE CHARACTERISTICS**: Skip this section.
13. **DESCRIPTION OF BUILDING USE**: Skip this section.
14. 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.
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.

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Lot</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Qualification Code</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Work Site Location</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✔</td>
</tr>
<tr>
<td>Owner in Fee</td>
<td>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.</td>
<td>✔</td>
</tr>
<tr>
<td>Contractor</td>
<td>Enter the General Contractor’s Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✔</td>
</tr>
</tbody>
</table>

A sample form is filled out below.

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.

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Lot</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Qualification Code</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Work Site Location</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✗</td>
</tr>
<tr>
<td>Owner in Fee</td>
<td>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.</td>
<td>✗</td>
</tr>
<tr>
<td>Ownership in Fee</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Contractor</td>
<td>Enter the General Contractor's Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✓</td>
</tr>
</tbody>
</table>

A sample form is filled out below.
5. **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.

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

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

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Lot</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Qualification Code</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Work Site Location</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✓</td>
</tr>
<tr>
<td>Owner in Fee</td>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td>Contractor</td>
<td>Enter the General Contractor’s Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✓</td>
</tr>
</tbody>
</table>

A sample form is filled out below.
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.

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

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

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

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<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Lot</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Qualification Code</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Work Site Location</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✓</td>
</tr>
<tr>
<td>Owner in Fee</td>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td>Contractor</td>
<td>Enter the General Contractor’s Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✓</td>
</tr>
<tr>
<td>Fire Protection Equipment, NJ Div of Fire Safety Permit No.</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Fire Protection Equipment, NJ Div of Fire Safety Installer No.</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
<tr>
<td>Fire Alarm Contractor No.</td>
<td>Skip this section.</td>
<td>×</td>
</tr>
</tbody>
</table>

A sample form is filled out below.
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.

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.
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.

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Lot</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Qualification Code</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Work Site Location</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✓</td>
</tr>
<tr>
<td>Owner in Fee</td>
<td>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.</td>
<td>✓</td>
</tr>
<tr>
<td>Contractor</td>
<td>Enter the General Contractor’s Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✓</td>
</tr>
</tbody>
</table>

A sample form is filled out below.

![Sample Form](image-url)
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 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.
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.
8. **TECHNICAL SITE DATA**: Enter a brief **DESCRIPTION OF WORK**. Enter the appropriate **NO.** for each **FIXTURE/EQUIPMENT**.

![Image of a form with highlighted sections]

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Information</th>
<th>Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Lot</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Qualification Code</td>
<td>Skip this section.</td>
<td>✗</td>
</tr>
<tr>
<td>Work Site Location</td>
<td>The Building Name, Building Number, Room Number must be included as part of the Address.</td>
<td>✔</td>
</tr>
<tr>
<td>Owner in Fee</td>
<td>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.</td>
<td>✔</td>
</tr>
<tr>
<td>Contractor</td>
<td>Enter the General Contractor’s Company Name, Phone, Address, Email address, License Number with Expiration Date, and Federal Tax ID.</td>
<td>✔</td>
</tr>
</tbody>
</table>

A sample form is filled out below.
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.

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.
8. **TECHNICAL SITE DATA**: Enter a brief **DESCRIPTION OF WORK.** Enter the appropriate **QTY** for each **ITEM.**

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 the Office of Codes and Standards immediately.

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[7](mailto:william.fox@rutgers.edu)
To schedule any inspection:

1. Navigate to the Office of Codes and Standards website.

2. Click Inspection Request Form.

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https://ipo.rutgers.edu/codes-and-standards
3. Enter the appropriate information and click **Submit**.

![Image of Inspection Request Form]

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

Work Site Location: ____________________________
Owner in fee:
Owner Address: _____________________________________________
Telephone: ____________________________
Contractor: _____________________________________________
Address: _____________________________________________
Telephone: _____________________________________________
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:

Date Issued: ____________________________
Control Number: ____________________________
Permit Number: ____________________________
Permit Issue Date: ____________________________
Certificate Number: ____________________________

Construction Official
Date Printed: 9/1/2021
U.C.C. F260 (rev. 08/05)

Fee: ____________________________
Check Number: ____________________________
Collected By: ____________________________

Page 1
Certificate
Construction Code Division

(Certificate of Approval)

Identification

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.

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 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.5:17 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:
 Conditions to be met:

Fee:
Check Number:
Collected By:

Construction Official
Date Printed: 9/1/2021
U.C.C. F260 (rev. 08/05)
Certificate
Construction Code Division
(Temporary Certificate of Occupancy)

Identification
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:

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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.

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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. 06/05)