

FREEHOLD TWP CONSTRUCTION DEPARTMENT

Commercial Tenant Fit Up Permit Applications

- ❑ Permit application completed with; Building, Electric, Plumbing and Fire Subcodes.
- ❑ Electric & Plumbing Subcodes must be signed and sealed by licensed contractor(s).
- ❑ Two sets of sealed architectural plans, to include:
 - Codes being used
 - Type of construction
 - Building use
 - Fire rating of tenant separation walls
 - Use group for tenants on either side of unit
 - Details of wall construction
 - Square footage of the unit
 - Egress plan with all details; travel distance, calculations on doors and occupancy load.
 - Access plans with all details; bathrooms, access routes, and barrier free.
 - Finishes; carpet, fire rating and smoke development.
 - Fixture plans, floor layout including shelving, racking and displays.
 - Full set of Electrical Plans to include ceiling reflection plans.
 - HVAC and heat loss calculations.
 - Special Hazards; quantities, storage, etc.
- ❑ Zoning and Health Department approvals are required prior to Construction Department review. Permit will be forwarded to those departments for approval by Construction. **Once prior approvals are met, the Construction Department will review within 20 business days.**
- ❑ Landlord approval letter

Plumbing

- ❑ Waste & Vent drawing and gas drawings.

Fire

- ❑ Two sets of sealed sprinkler shop drawings from sprinkler contractor
- ❑ Locations of horns & strobes.

