Town of Secaucus

Engineering/District Zoning Department
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Secaucus, NJ 07094
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INFORMATION REQUIRED FOR THE TOWN OF SECAUCUS CONSTRUCTION CODE PLAN REVIEW

FOR PROPERTIES IN SECAUCUS LOCATED WITHIN THE HACKENSACK MEADOWLANDS DISTRICT, WHICH ARE SUBJECT TO THE RULES OF THE NJSEA*, PLEASE USE THE FOLLOWING PROCEDURES

Step 1:

Provide the Town of Secaucus Construction Department with **FOUR (4)** sets of signed and sealed drawings and one (1) original of the UCC permit and each UCC Subcode Technical Section application.

- All four (4) sets of plans and all original UCC permit and subcode applications will be date stamped **"Received"** by the Town of Secaucus.

- Three (3) sets of plans and all original UCC permit and subcode applications will remain with Town of Secaucus.

Step 2:

Provide NJSEA with the following:

1. One (1) set of plans (date stamped **"Received"** by Town of Secaucus in Step 1),
2. One (1) copy of the UCC permit and subcode applications (date stamped "Received" by Town of Secaucus in Step 1), and
3. Two (2) copies of the 2-page NJSEA construction code plan review application.

- All plans, specifications, calculations, etc. must be signed and sealed by a New Jersey licensed architect or engineer.
  However, plans do not have to be signed and sealed **if** the Secaucus Construction Official deems work to be "minor in nature."

- Applicable UCC Subcode Technical Sections (Building, Fire, Plumbing, Electrical, Elevator) can be found at: http://secaucusnj.gov/departments/construction/

- NJSEA Construction Code Plan Review Application can be found at: http://www.njsea.com/njmc/pdfs/lum-apps/construction-code-plan-review-and-fees-app.pdf

Step 3:

The NJSEA will date stamp (as "Received" by the NJSEA) the UCC permit and subcode applications, and the two (2) copies of the 2-page NJSEA code plan review application.

- One copy of the NJSEA construction code plan review application will be forwarded to the Town of Secaucus Construction Department with a letter of transmittal noting the file name and number.

- Construction code plan review and inspection will be performed by the Town of Secaucus Construction Department upon receipt of the letter of transmittal indicated above.

  * Limited exceptions may apply as required by law. In this event, the applicant will be contacted in writing.