

## **PERMIT INFORMATION**

**It is tenant responsibility to verify and follow all required processes.**

**The below information is offered as guidance only.**

### **Overview:**

Drawings must be submitted to the following jurisdictions for review & approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes **3-4 weeks** total.

#### **\*\*\*\* SPECIAL NOTE TO TENANTS \*\*\*\***

The Tenant Coordinator who reviews your plans will send a letter / transmittal indicating the plans have been APPROVED or APPROVED AS NOTED. This letter must be submitted to the township with the plans. **The township will not review the tenant plans without such letter / transmittal indicating the tenant plans have been APPROVED or APPROVED AS NOTED.**

### **Submittal Process:**

#### **Retail Tenants submit plans to:**

Building department (2 hard copies of signed and sealed sets)

#### **Food Use Tenants Submit plans to (Includes any tenant selling food, including packaged food):**

Building Department and Health Department concurrently (2 hard copies of signed and sealed sets)

Submit Plan to:

#### **BUILDING DEPARTMENT:**

Jerry Egger, Plan Review official

[jeffer@millburntp.org](mailto:jeffer@millburntp.org)

City of Milburn Phone: (973) 564-7055

Building Department, Town Hall Fax: (973) 564-7569

375 Milburn Avenue

Milburn, NJ 07041

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### HEALTH DEPARTMENT:

\*\*Millburn Township and Livingston Township share Health reviews.

Milburn Township Health Department Phone: (973) 564-7087

Livingston Township Health Department Phone: (973) 535-7961

Contact: Lou Anello

### **Permit Expeditors:**

(The following is a list of Permit Expeditors who have performed work in Tampa. This list is for reference only and is not to be construed as a recommendation or endorsement of the contacts below)

PES Associates

Patricia E. Segedin

7 Lawrence Court

Old Tappen, NJ 07675

201-767-3992

<http://www.permitexpediting.com/>

MGG Associates, L.L.C.

Ann Gallitelli McDermott

O: 973-564-8761

C: 973-632-3296

### **Contacts:**

*Note: these contacts are subject to change. Tenant shall contact AHJ directly to confirm most current contacts (if required).*

#### **Township of Millburn, Building Department:**

Stephen Jones, Construction Code Official

[sjones@millburntwp.org](mailto:sjones@millburntwp.org)

973-564-7055

<https://nj-millburntownship.civicplus.com/150/Building>

### FIRE DEPARTMENT:

City of Millburn Fire Rescue Phone: (973) 564-7035