



## Town of Secaucus

Municipal Government Center Engineering/District  
Zoning Department  
1203 Paterson Plank Road, 4<sup>th</sup> Floor, Secaucus, NJ 07094  
Tel: 201-617-5913 / Fax: 201-617-5937  
Town Web: [www.secaucusnj.gov/departments/engineering](http://www.secaucusnj.gov/departments/engineering)

### **INFORMATION REQUIRED FOR THE TOWN OF SECAUCUS CONSTRUCTION CODE PLAN REVIEW APPLICATION**

**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:**

*Applicant shall submit the following to the Town of Secaucus Construction Department:*

1. Four (4) sets of signed and sealed drawings
2. 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:**

*Applicant shall submit the following to NJSEA:*

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: <https://s3.us-east-2.amazonaws.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.