

TOWNSHIP OF LIVINGSTON TENANT FIT-UP CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING TO COMPLEXITY OF PROJECT

Interior Work:

1. Need two (2) sets of plans. Show any structural changes. In addition to actual plans, if possible, plans on discs would be appreciated for our scanning purposes.
2. Need to fill out applicable sub-code sections including description of work for each. Contractors must sign applications and Electric and Plumbing sub-code sections must have the contractor's raised seal.
3. Specify interior wall, ceiling, and floor finish material and thickness proposed. **Any Commercial project specifying carpet must supply ASTM E Test Specs for each Style being used.**
4. Specify exit sign and emergency light locations.
5. Specify door widths.
6. If store is in the Livingston Mall- a letter of approval from the mall manager is required.

Storefront Signs:

****Before you apply, you must have approval from BID with the letter & plans****

1. Need to contact B.I.D at 973-992-8080 for approval—*applications will not be accepted without the letter of approval from B.I.D*
2. Need (2) copies of the sign calculation form filled out.
3. Need (2) sets of sign drawings- ****MUST BE IN COLOR**** *black and white pictures will not be accepted.*
4. **Must complete enclosed sign zoning application with check made out to Township of Livingston for \$120.00. Applications will not be accepted without the completed sign zoning application.**

Livingston Mall Signs:

1. Need (2) copies of the mall sign calculation for filled out.
2. Need (2) sets of sign drawings ****MUST BE IN COLOR**** *black and white pictures will not be accepted*