

# Bureau of Construction Project Review

This outline will provide the steps that are involved with an electronic, (Eplan) submission of elevator layout drawings and Technical section. This will help ensure a timely release of drawings and issuance of permit.

## 1) Qualifications for an Eplan submittal

- a) All state-owned properties, new construction
- b) All Health facilities, new construction
- c) All schools (educational facilities) new construction
- d) City or municipality (Local Authority having Jurisdiction)

Providing that the **Local** Authority is a Class I Building Department, the Plan reviews for the Project would be performed by the Local Building Department. If there is not an Elevator Subcode Official or Third-party Inspection Agency employed by the Local Building Department, the Elevator Company will then provide the State **Elevator Safety Unit** with all required Drawings and Technical Section.

When the Local Building Department is **not** a Class I Department the State will assume the responsibility of the Project review. The Elevator Company will then provide all required Drawings and Technical Section to the State **Bureau of Construction Project Review. (E-Plans)** It is the responsibility of the Elevator Company to contact the Architect of Record for the Project and submit to the Architect all Drawings and Technical Section for review and release.

## 2) Contacts for electronic submission

- a) Notify General Contractor for Architect of Record phone number or Email
- b) Architect of Record will advise if project is an electronic submission
- c) A BCPR number will be issued to Architect
- d) This number when given to Elevator Company will allow BCPR access for reviewer to see status of project

## 3) Requirements for Layouts and Technical Section

- a) All sheets of drawings must provide in upper right-hand corner an area to stamp for BCPR release.

- b) All drawings must be digitally stamped by an Architect or Engineer registered in the State of N.J. or a letter sent to BCPR (hard copy) from the Architect or Engineer confirming sign and seal.
- c) Technical sectional must be filled out in its entirety and accompany layout drawing.
- d) All drawings must show the current code year for project. This includes Building, Fire, Electrical and Elevator
- e) BCPR will not accept paper submissions when Eplans are required.

4) Release of drawings and Technical Section

- a) Drawings will be stamped and released to the Architect of Record after review
- b) Elevator Company will coordinate with Architect to obtain stamped drawings and Tech section for permit process if permit not issued by state.
- c) If permit is to be issued by state BCPR will initiate the permit process.
- d) BCPR will notify the elevator company of any additional paperwork required and fee charge if permit to be issued by State
- e) When permits are to be issued by the local Municipality or City a copy of the stamped drawings and Tech section must be submitted.
- f) A Municipality or City will then issue a PERMIT UPDATE. This has been a topic with Local Jurisdiction of issuing permit for Elevator. Please note that this is a permit update.
- g) The local Authority having Jurisdiction will require a raised seal and signed by an Architect or Engineer licensed in the State of N.J when applying for permit.
- h) A stamped set of drawings must be on jobsite when inspection is performed

Any questions or concerns contact [Daniel.Tober@dca.nj.gov](mailto:Daniel.Tober@dca.nj.gov)