



Mount Laurel Township

Municipal Utilities Authority

Mailing Address-**1201 South Church Street – Mount Laurel, NJ 08054**

Engineering Office: 81 Elbo Lane – Mount Laurel, NJ 08054-9641

Phone: (856) 722-5900 ext. 117

Email: engineering@mltmua.com

Fax: (856) 235-0816

COMMERCIAL CUSTOMERS REQUESTING A BUILDING PERMIT RELEASE

ALL TENANT FIT-OUTS

- 1) Complete the attached Building Permit Release form. Be sure to include the Contact Information, Premise Address (including suite number), and Contact Telephone Number.
- 2) Supply a single copy of your plumbing and floor plans ***in PDF format***. The plans should be submitted electronically either on a USB drive, CD-R, or by e-mail to [***engineering@mltmua.com***](mailto:engineering@mltmua.com)
- 3) Have the ***Tenant*** complete the attached Form CID-1. The information on this form must be that of the ***Tenant*** (not the contractor), and the form must be signed by an official of the tenant's company authorized to sign for that company.
- 4) Remit the \$25 CID-1 application fee**
- 5) Mail these items in or bring them to *Engineering at 81 Elbo Lane*. Your Building Permit Release will be available in three (3) business days unless the review determines that a CID-2 application will be required (document can be found at www.MLTMUA.com for download under the business info/construction columns), or whether revisions to your plans are required, or any form is found to be unacceptable for any reason.

Be sure to leave a mailing address and contact for return by mail.

If your business contains anything other than Retail or Office Space we may need, in addition to all of the above, a CID-2 and the additional \$200 application fee. Please allow an additional 5 business days for us to review the CID-2 application.

If you have a doubt as to if you need to complete a CID-2, just submit items 1-5 and we will determine if it is required during the review process and contact you.

*If it is impossible for you to submit the plans electronically in PDF format, the Authority will accept paper plans with the following additional conditions:

1. The plans must be no greater in size than 11"x17" and be clearly legible at that size when scanned.
2. If additional processing of documents is required, additional fees will be applied (where applicable).

**If the tenant is existing and there are no additional flows, change of use or additions to the space, and the CID-1 form on file is deemed acceptable, we may waive the CID-1 application fee. If upon review however it is found that the form on file is deficient, you will be notified that a new CID application package must be submitted and approved along with the appropriate fees.

A Certificate of Occupancy from the Mt. Laurel MUA is required upon the completion of any project

If you have any questions related to the submittal of this application, please feel free to call Cheryl at (856)722-5900 ext. 132.



Jeff Hammell
Inspector