

EXPANSION OR CHANGE OF USE, COMMERCIAL PROPERTIES

Prior to granting approval or issuing a local building permit for a proposed expansion or change in use to a commercial property, many Municipal Construction Officials and Local land use boards may require an approval letter from the Sussex County Division of Health (SCDOH).

For the SCDOH to grant an approval letter, a review of your commercial property, the existing individual subsurface sewage disposal system and the proposed expansion or change of use is necessary and required pursuant to N.J.A.C. 7:9A-3.3(b) – Existing Systems Expansions.

Please submit the following:

1. A cover letter with your name, physical address, mailing address, municipality, block, lot, telephone number and a brief description of the proposed expansion or change in use. Description must include type of use, number of employees, number of patrons and the hours of operation.
2. Two copies of a floor plan showing all floors and the entire existing structure and the proposed expansion/change of use. The floor plan may be a professional architectural drawing or hand drawn on graph paper. All rooms must be identified by name and include overall dimensions.
3. A survey of the property from a Professional Land Surveyor, showing the existing structure, well and all components of the individual subsurface sewage disposal system (only if the SCDOH does not have a copy of a permit on file).
4. A certification from a Professional Engineer, which indicates the existing individual subsurface sewage disposal system is in conformance with N.J.A.C. 7:9A-1 et seq. and is appropriately sized to handle the proposed expansion or change of use. Engineer must also state that the existing individual subsurface sewage disposal system is not in malfunction.

To determine if the SCDOH has permit records on file, please write or fax the office and request a file search. On your written request please provide your name, phone number, municipality, block and lot. The SCDOH will review files and will respond back to you within five business days.

Depending on the proposed expansion or change of use, the SCDOH may request additional information that is applicable to your situation (see N.J.A.C. 7:9-7.4(c)). Should you have any questions regarding the above, do not hesitate to call this office at (973) 579-0370.