



## State of New Jersey

DEPARTMENT OF COMMUNITY AFFAIRS  
101 SOUTH BROAD STREET  
PO Box 816  
TRENTON, NJ 08625-0816

PHILIP D. MURPHY  
*Governor*

TAHESHA L. WAY  
*Lieutenant Governor*

JACQUELYN A. SUÁREZ  
*Acting Commissioner*

Plan Review submission for commercial installation of elevator requires New Jersey licensed architect/engineer to answer the below 15 questions. Submission of questions should be on official letterhead and must be signed and sealed. This is not required for escalator or lift.

Date

Project Name/Address

### **Elevator Subcode Comments to the Architect of Record:**

Building Plans and Building Specification - Architect, please provide information that includes, but is not limited to the following:

1. Identify whether a building where the elevator device(s) will be installed is an existing building, new building, or building addition. Identify the Use Group of the building.
2. Identify applicable codes under which the new building or building addition was permitted to be built.
3. Identify whether the building/elevator(s) is in a Flood Zone. If it is, identify the base flood elevation level.
4. Identify how many elevator device(s) will be installed and the type of each elevator (passenger, freight, etc.). Identify whether the elevator is required to be accessible and/or serve as part of an accessible means of egress. Identify whether the elevator is a Fire Service Access elevator or Occupant Evacuation elevator.
5. Identify whether the elevator device(s) is required to comply with the seismic requirements of the BUILDING CODE. [For example, Section 1613 of the IBC 2015 New Jersey edition.]
6. Identify whether all elevators, or any, operate on stand-by power.
7. For each device identify capacity, speed, type of drive, number of floors served, etc.
8. Identify size of the hoist way, pit depth, clear overhead dimension (a minimum height from the top floor served by the elevator to the underside of any building member at the top of the hoist way), access to the pit, and whether the space under the pit is occupied.
9. Identify the size and height of the elevator machine room(s), control room(s). Also identify access to each. [Please note, access to the elevator equipment areas shall be unrestricted and readily available to authorized personnel.]
10. Identify how the ambient conditions (temperature and humidity levels) will be maintained in the elevator machine room/machinery space, control room/control space.

11. Provide all features (disconnecting means, receptacles, switches, etc.) that are required to be installed in the elevator equipment rooms by NEC, Article 620.
12. Provide waterproofing of the elevator pit. Provide pump in the pit (minimum. 3000 gal/hr. per elevator) including discharge from the pump.
  
13. In relation to the elevator, please provide fire alarm initiating devices, as required by NFPA 72.
14. Identify whether sprinklers will be installed in the elevator hoist way, machine room/machinery space, and/or control room/control space. If yes, identify whether the "means" (heat detectors, etc.) to initiate disconnect of power, and disconnecting "means" (shunt-trip, etc.) that will disconnect power to the elevator prior to application of water are provided.
15. Confirm no equipment, ducts, pipes, wiring, etc. which are not used in connection with the elevator are in the elevator hoist way(s), machine room(s), machinery space(s), control rooms(s), and control space(s).