

LP-GAS ELECTRONIC PLAN REVIEW APPLICANT INSTRUCTIONS

You can find the link to ePlans on the NJDCA, LP-Gas Safety Program Webpage.

Webpage Link: <https://www.nj.gov/dca/codes/offices/lpgas.shtml>

The screenshot shows the NJDCA Department of Community Affairs website. The main navigation bar includes links for Home, About, Codes & Standards, Fire Safety, Housing & Community Resources, Local Government Services, Local Planning Services, Disaster Recovery & Mitigation, Office of Information Privacy, News & Announcements, and Affiliates. The breadcrumb trail is: Home / Codes & Standards / Bureaus, Offices & Programs / Liquefied Petroleum Gas Safety Unit.

Liquefied Petroleum Gas Safety Unit

This program provides for the preservation of health and safety to the general public from Liquefied Petroleum gas (LP-gas) systems through minimum standards for the design, construction, location, installation, maintenance and operation of LP-gas systems, established by NJAC 5:18.

Propane, propylene, butane, butylene hydrocarbons and any mixtures of these for any vapor or liquid transfer or storage operations are addressed.

New Jersey uses the National Fire Protection Association publication #58 (NFPA 58), "LP-Gas Code" as the basis for the technical requirements of LP-Gas Systems within the State. Additional requirements and clarifications are included in NJAC 5:18.

In addition to the technical aspects of LP-Gas Systems, requirements and procedures for registration, inspection, plan submittal and review, approval, violations, licensing, emergency situations, authorization fee assessment, auditing procedures, quality control and the training of individuals in the LP-Gas industry are addressed.

Click on the link below to access the **ePlans** login page.

[ePlans Login Page](#)

Click on the link below to access the User Guide and Help.
[ePlans User Guide](#)
[LPG ePlan Support/Help](#)

Related Links

[Bureaus, Offices & Programs](#)
◦ [Office of the Director](#)

Additional Links

[CETP Training & Certification](#)
**** TRAINING UPDATE - CETP --> PEP ****
(01/02/2026)

[LP Gas Board](#)

[FAQs](#)

Contact

For more information, please
Phone: 609-984-4257;
Fax: 609-633-6279; or
Email: lpgas@dca.nj.gov

RELATED FORMS AND PUBLICATIONS
LAWS, RULES AND REGULATIONS

Click the ePlans login page to begin the application process. The user guide is available via the link below the login page which will open these instructions. The next link down is an online support/help request form.

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I. System Requirements

You may use any of the following web browsers to access the ePlans system:

- Microsoft Edge
- Google Chrome
- Firefox

i. Before Logging In

Before accessing the ePlans system, ensure that pop-up blockers are disabled for the following website:

<https://dcaplanreview.nj.gov>

If pop-up blockers remain enabled, the login window may immediately close after entering your username and password. Some computers may have multiple pop-up blockers installed, so verify that the website is fully allowed before continuing.

II. Security Timeout

For security purposes, the ePlans system will automatically log users out after 60 minutes of inactivity.

To continue working after a timeout:

- Click any button on the screen to return to the login page.
- Or close the browser window and reopen the ePlans login page manually.

III. Drawing and Document Submittal Requirements

All applications must include the following documentation, if applicable:

- Local Zoning Approval
- Floodplain Compliance
- Approval from the Pinelands Commission

Each plan drawing must include the following information, as applicable to the project:

- **Site Plan:** Provide a plot plan showing the area within 150 feet of the LP-Gas system, including buildings, structures, property lines, use groups, and distances to hazardous materials.

- **Container Information:** Include container dimensions, fittings, connections, capacity, design pressure, and applicable construction code information.
- **Foundations and Infrastructure:** Provide foundation/support details, vehicle barrier protection, security fencing, soil descriptions, and allowable soil pressure.
- **Construction Details:** Include signage, fire protection systems, shutdown stations, bulkheads, and any additional construction details related to the project scope.
- **Equipment:** Provide design details for all equipment related to the project, including compressors, vaporizers, and pumps.
- **Plumbing / Mechanical:** Include system schematics or drawings showing piping, valves, pumps, controls, safety devices, and materials.
- **Electrical:** Provide electrical schematics or drawings showing equipment, conduit, controls, instrumentation, power, lighting, and safety devices.
- **Fire Analysis:** Required for systems exceeding 4,000 gallons aggregate water capacity. Include fire protection information and proof of consultation with the local fire official.
- **Supporting Documents:** Upload specification sheets, manufacturer instructions, operating procedures, shutdown procedures, emergency procedures, quality control documents, and all other applicable supporting documentation.

NOTE: Construction must be completed within 18 months of the date of plan approval.

IV. Layout Standards

i. Drawings

All uploaded drawings must be submitted in LANDSCAPE orientation.

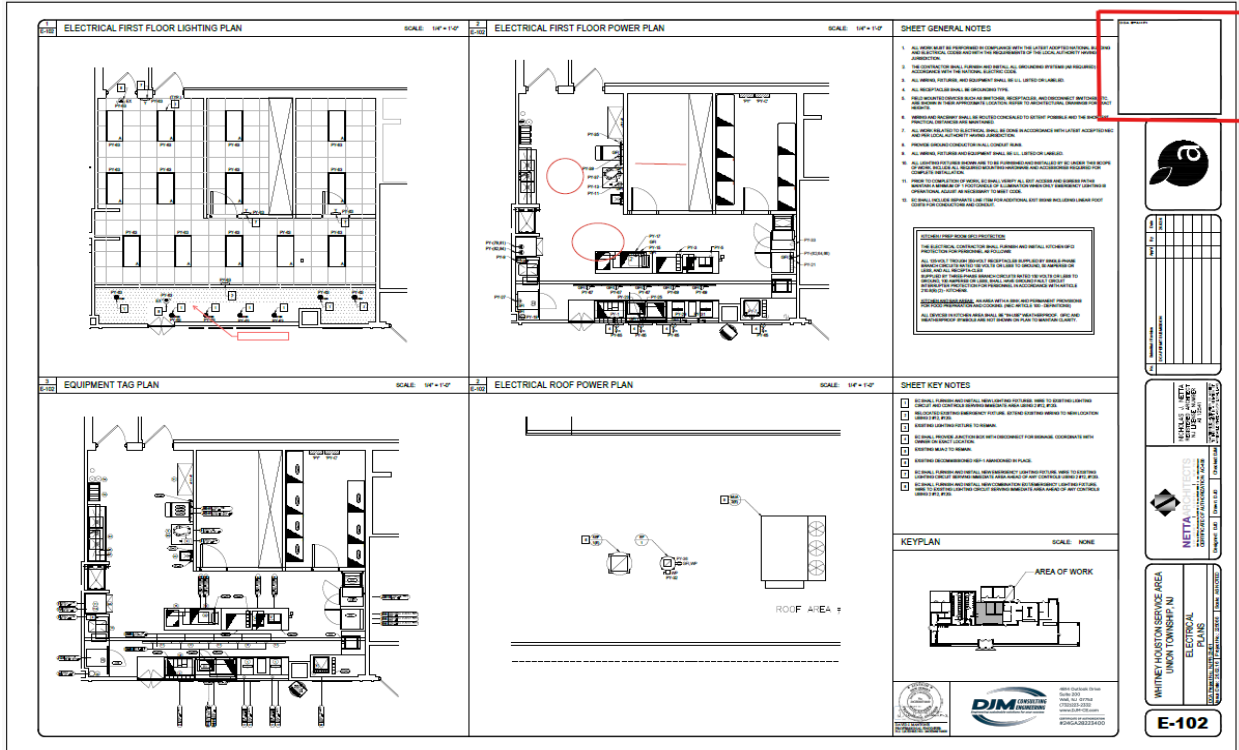
The top-right corner of all drawings must remain completely blank for LP-GAS electronic release stamps (except for the border).

- Required blank area: 3" wide x 3" high
- Positioned 3/4" from the top and right edges of the page

ii. Specifications

The top-right corner of the first page of all specifications must remain completely blank for NJDCA electronic release stamps (except for the border).

- Required blank area: 3" wide x 3" high
- Positioned 3/4" from the top and right edges of the page



V. Digital Seals and Signatures

All signed and sealed documents must include digital signatures and digital seals unique to the Professional Engineer of Record and in accordance with their respective licensing laws N.J.A.C. 13:40- Subchapter 8.

- **N.J.A.C. 13:40-8.1A.** Digital signatures and seals must be;
 - Unique to the licensee
 - Verifiable by a trusted third party or some other approved process belonging to the licensee
 - Under the licensee's direct and exclusive control
 - Linked to a document in such a manner that the digital signature and seal is invalidated if any data in the document is changed. Once the digital signature and seal are applied to the document, the document shall be available in read only format if the document is to be digitally transmitted.
- Plans must be exported directly to PDF from the design software.
- Do not print, manually sign/seal, or scan plans for upload.
- Ensure signatures and seals do not obstruct the drawing view.

IMPORTANT: Scanned plans with manual signatures or seals will be returned for resubmittal.

VI. Accessing the ePlans System

Option 1 – Direct Login

Go to: <http://dcaplanreview.nj.gov>

Option 2 – Through the NJDCA Website

1. Visit the NJDCA website
2. Select **Electronic Plan Review System**

DCA Department of Community Affairs

Home # About # Codes & Standards # Fire Safety # Housing & Community Resources # Local Government Services # Local Planning Services # Disaster Recovery & Mitigation # Office of Information Privacy # News & Announcements # Affiliates #

Home / Codes & Standards / Bureau Offices & Programs / Liquefied Petroleum Gas Safety Unit

Liquefied Petroleum Gas Safety Unit

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(01/02/2026)

[LP Gas Board](#)

[FAQs](#)

Contact

For more information, please
☎ Phone: 609-964-4257;
☎ Fax: 609-433-6276; or
✉ Email: dcaplanreview@nj.gov

RELATED FORMS AND PUBLICATIONS
LAWS, RULES AND REGULATIONS

3. Click ePlans Login Page

Click on the link below to access the **ePlans** login page.

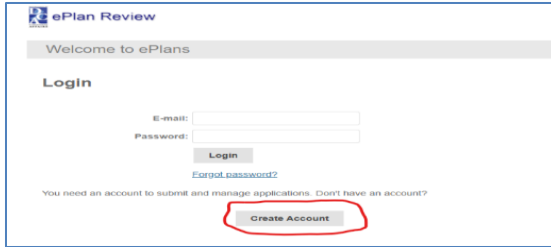
[ePlans Login Page](#)

Click on the link below to access the User Guide and Help.
[ePlans User Guide](#)
[LPG ePlan Support/Help](#)

i. Creating an Account (New Users Only)

If you do not already have an ePlans account:

1. Click **Create an Account**



2. Complete all required fields
3. Select **Create My Account**
4. Check your email for the verification code
5. Enter the verification code
6. Log in using your email and password

ii. Understanding the Dashboard

After logging in, you can:

- A. Start a new application
- B. View all projects
- C. Access existing projects quickly
- D. Manage projects using the action icons:
 - Edit
 - Copy
 - Delete

NJ Jurisdiction July 10, 2023

Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: Select Request Type ?

Name:

A → Start Application Process

My Projects ?

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (17)
NJPR-13270	test	State of NJ	In Review	Open Assign Reviewers Task
NJPR-14864	9-2 Upgrade Test 5 07-01-22Amendment	State of NJ	Applicant Upload	Open Prescreen Review Task
0011-22	9-2 Upgrade Test 10 07-05-22 - NJPR-14870Amendment	State of NJ	Applicant Upload	Open Assign Reviewers Task
0012-22	9-2 Upgrade Test 11 07-05-22 - NJPR-14876 - Amendment	State of NJ	In Review	Open Assign Reviewers Task (Reassigned from George Semple)
0012-22	9-2 Upgrade Test 11 07-05-22 - NJPR-14876 - Amendment	State of NJ	In Review	Open Assign Reviewers Task - Amendment (Reassigned from Administrator Temp)

1 - 5 of 50 records Prev 1 2 3 4 5 Next

You have more than 50 projects, to view all your projects, click the button below.

C → View All Projects

Applications: Unsubmitted ? Search:

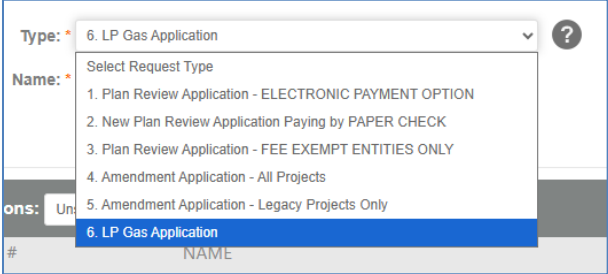
REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
NJPR-17402	new	1. New Plan Review Application Paying by ELECTRONIC PAYMENT	03/02/2023	George Semple	🔍 🗑️ ✖️
NJPR-17395	123	2. New Plan Review Application Paying by PAPER CHECK	03/01/2023	George Semple	🔍 🗑️ ✖️

D →

iii. [Starting a New Application](#)

Step 1 – Create the Application

1. Select a Request Type:
 - **LP GAS APPLICATION**
2. Enter a short descriptive Request Name
3. Click **Start Application Process**



The screenshot shows a web form with a dropdown menu for 'Type'. The selected option is '6. LP Gas Application'. The dropdown list includes the following options: '1. Plan Review Application - ELECTRONIC PAYMENT OPTION', '2. New Plan Review Application Paying by PAPER CHECK', '3. Plan Review Application - FEE EXEMPT ENTITIES ONLY', '4. Amendment Application - All Projects', '5. Amendment Application - Legacy Projects Only', and '6. LP Gas Application'. The 'Name' field is also visible, with a placeholder text 'NAME'.

Step 2 – Complete All Required Sections

Fill out:

- Professional Engineer / Applicant Information
- System Operator Information
- System Owner Information
- System Information
 1. Select **YES** for only **one** LP-Gas Storage System Type.
 2. For all other system types, select **NO**.
 3. Complete all required fields before submitting.
 4. Check “I attest I am licensed to practice as a Professional Engineer” at bottom.

Step 3 – Click Submit Request

- You will receive an Application Request Confirmation



The screenshot shows an 'Application Request Confirmation' page. The page includes a 'Thank You!' message, applicant details (Applicant: Test Applicant, Signature Date: 5/12/2018 8:44:17 AM, Request Number: LP-GAS-1342, Request Name: TEST-96), and a 'Print' button. An important note states: 'IMPORTANT: If paying by paper check or money order, print this screen and send it along with a check, payable to "Treasurer, State of NJ", to NJ Department of Community Affairs, Bureau of Construction Project Review, PO Box 817, 101 South Broad Street, 6th Floor, Trenton, NJ 08625. Your project review will not begin until payment is received. Fees not applicable to LP Gas applications.'

- An email will be sent to the email address you used in the Application Process.

Notification Letter - LP-Gas Application Inbox x



donotreply@dca.nj.gov
to me ▾

YOUR APPLICATION LETTER

Dear Applicant,


Congratulations your application is ready.

Your application letter is now available as an PDF attachment(s) in this email.

TIP: Available online as well

You can retrieve this application letter in the Online Submission system by searching for submitted applications in the "Applications:" screen section.

Please do not reply to this email.

One attachment • Scanned by Gmail ⓘ  Add to Drive



 Reply  Forward 

iv. [Upload Drawings and Documents](#)

After your application has been reviewed you will receive an email to upload all plans and documents.

ProjectDox Applicant Upload Task Assignment for LP-GAS-3969



donotreply@dca.nj.gov
to me ▾

Applicant Upload Task Assignment

Attention Test:

You have been assigned a task on Project: LP-GAS-3969

Please [Login to ProjectDox](#) to begin your task.

Upload all plans and documents associated with your LP Gas project.

Project:	LP-GAS-3969
Task:	Upload and Submit
Assigned by:	Avolve Support
Project Access Login to ProjectDox	

1. Sign into ePlans and select **VIEW ALL PROJECTS**.

The screenshot shows the ePlan Review interface. On the left, there is a sidebar with 'Start New Application Request' and 'My Projects'. The 'My Projects' table lists several projects with columns for PROJECT, DESCRIPTION, LOCATION, STATUS, and TASKS (1). The first row is highlighted, and a red box highlights the 'View All Projects' button at the bottom of the table. Below the table, there is a 'Start Application Process' button and a search bar.

2. Using the Project's name, select the appropriate Project.

The screenshot shows the ePlan Review interface with the 'Projects' table. The table has columns for ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first row is highlighted, and a red box highlights the project name 'TEST 36/LP-GAS-3942' in the PROJECT column.

3. Accept the Task by clicking the **Accept** Button.

Refresh Save Settings

ACTION	TASK	PROJECT
Accept	Upload and Submit	2026-37

- A new task window will open. In this Window click the Upload Drawings Button to upload all Drawings.

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: 2026-K12 ?

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

- Click on the Upload Documents button and upload all Documents.

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: 2026-K12 ?

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

- Once all drawings and documents have been uploaded, they should appear in the **UPLOADED FILES** section.

Uploaded files:

Select folder to open file list.

- ▶ Drawings (2 - 2 New)
- ▶ Documents (2 - 2 New)
- ▶ Application (1 - 0 New)
- Pre-Permit
- ▶ Permit (1 - 0 New)
- Released
- Approved

7. Once all files have been uploaded, check the **All files for this project have been uploaded** check box.
8. Click the **Submit** button at the bottom to Submit the Drawings and Documents.
 - i. A confirmation email will be sent to you.

v. [Preliminary Corrections Request](#)

The submitted Drawings and Documents will undergo a preliminary review. You may receive an email, like the example below, requesting that additional tasks or revisions be completed.



Preliminary Corrections

Hello Test,

You have an important task to complete by **6/1/2026 9:07:12 AM**.

To begin, please select "Start Task" below.

Start Task To complete your task for **2026-K13 : Test K13/LP-GAS-3969**

1. Click "Start Task" in the email or navigate to your project in ePlans.
2. On ePlans click the Accept button.

ACTION	TASK	PROJECT
Accept	Preliminary Corrections	2026-K13

3. A new task window will open.
4. To view the reviewer's comments, click the **Review Comments** button.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review **Review Comments** Export to Excel Import Excel Responses Watch video

Review and respond online. Review and respond in Excel, then upload your responses.

5. You must respond to all unresolved comments before resubmitting. Enter your response on the right side of the comment. Please see screen shot below.

				Add Comment / Ask Question	Please enter your responses
Ref.# 1	Technical Assistant	Kyle Bijou	5/28/26 9:06 AM		Type your response here.
Unresolved	Not all of your documents are stamped				
Comment					

- If you need to upload revised Drawings or Documents, ensure the Versioned Files tab is selected. Click either the Yes or No button depending on whether the revised files have the same file names as the previous versions. Then follow the prompts to upload the revised drawings and/or documents.

[STEP 2 of 4:](#) Upload any new or updated files into this project

Version Upload for: 2026-K12 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are the files you are uploading named exactly the **same*** as the prior versions?

Yes

No

[Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Upload Drawings

Upload Documents

- If you need to upload new additional Drawings or Documents, ensure the **New Files** tab is selected. Choose the appropriate button and follow the prompts to upload the new drawings and/or documents.

[STEP 2 of 4:](#) Upload any new or updated files into this project

Version Upload for: 2026-K12 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files **New Files**

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Upload Drawings

Upload Documents

- Check **Response has been provided for all comments and files have been uploaded (if requested)**.

[STEP 3 of 4:](#) Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

*Response has been provided for all comments and files have been uploaded (if requested) *Required

- Click the **Submit** button.

vi. [Respond and Resubmit](#)

You may receive additional emails from the reviewer requesting revised or additional drawings, documents, or responses to comments.

Corrections request for 2026-37 Inbox x



donotreply@dca.nj.gov
to me ▾



ePlan Review

RESPOND AND RESUBMIT

Hello Test,

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

TIP: Naming new file versions

It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, _v2, or -r2).

To begin, please click on "Start Task" below.

[Start Task](#)

To submit your corrections
for **2026-37 : TEST R6/LP-GAS-3942**

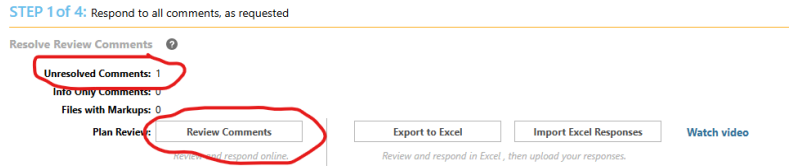
1. Click "Start Task" in the email or navigate to your project in ePlans.
2. On ePlans click the Accept button.

The screenshot shows the ePlans interface for project 2026-R2: LP-GAS-3918. The 'Tasks' tab is active, and the 'Accept' button is highlighted with a red circle. The table below shows the task details.

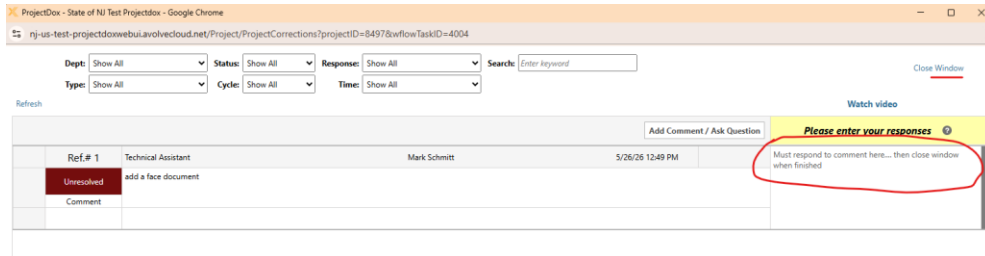
ACTION	TASK	PROJECT
Accept	Respond and Resubmit	2026-R2

3. A new task window will open.

- To view the reviewer's comments, click the **Review Comments** button.



- You must respond to all unresolved comments before resubmitting. Enter your response on the right side of the comment. Please see screen shot below.



- If you need to upload revised Drawings or Documents, ensure the **Versioned Files** tab is selected. Click either the **Yes** or **No** button depending on whether the revised files have the same file names as the previous versions. Then follow the prompts to upload the revised drawings and/or documents.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 2026-K12

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
 Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are the files you are uploading named exactly the *same as the prior versions?** [Watch video](#)

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

- If you need to upload new additional Drawings or Documents, ensure the **New Files** tab is selected. Choose the appropriate button and follow the prompts to upload the new drawings and/or documents.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: 2026-K12 

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files **New Files**

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Upload Drawings

Upload Documents

8. Check both **I have responded to all review comments**, and **I have uploaded my revised files, if requested**.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation 


- "I have responded to all review comments" *Required
- "I have uploaded my revised files, if requested" *Required


STEP 4 of 4: Click the "Submit" button below to complete your task

9. Click the **Submit** button.

vii. [Uploading Amendments](#)

After the Drawings and Documents have been reviewed, approved, and stamped you will receive an email to Upload Amendments.

Upload Amendments request for 2026-K12 

 donotreply@dca.nj.gov
to me ▾

 ePlan Review

Upload Amendments

Hello Test,

You have an important task to complete by **6/20/2028 4:07:20 PM**.

To begin, please select "Start Task" below.

Start Task

To complete your task
for **2026-K12 : Test K12/LP-GAS-3967**

1. Click "Start Task" in the email or navigate to your project in ePlans.
2. On ePlans click the Accept button.

ACTION	TASK	PROJECT
<input type="button" value="Accept"/>	Upload Amendments	2026-K12

3. A new task window will open.

If you have Amendments

4. Click on the Amendment button and upload your amendment documents

STEP 1 of 3: Upload Amended Drawings and Documents if necessary

File Upload for: 2026-K12

Please click appropriately for the **type of files** you are uploading.

5. Choose **Amendment Uploaded**

STEP 2 of 3: Select option below

Confirmation

Selection is required.

- Amendments Uploaded
 No Amendments Uploaded

6. Click the **Submit** button

If you do NOT have Amendment

4. Choose **No Amendments Uploaded**

STEP 2 of 3: Select option below

Confirmation

Selection is required.

- Amendments Uploaded
 No Amendments Uploaded

5. Click the **Submit** button

VII. Plan Release

When the proposed LP-Gas system has undergone a pre-installation inspection by the Division and plans have been released for construction, you will be notified by email. All released plans will be in the **Released folder** and the permit authorizing work to begin will be in the **Permit folder**.

Print Released Plans

After a release, the plans will be electronically stamped by the Division. The email you received will include instructions on how to download and print your files. You will be required to print, sign, and seal two copies of the released plans and provide them to the owner or owner's agent responsible for construction. **A full set of released plans, including any amendments, other pertinent construction documents, and the "Inspection Request and Responsibilities" document are required to remain on site until construction is completed.**

DOWNLOAD RELEASED FILES

5/12/2026

101 South Broad St

Dear Applicant/System Owner,

The proposed LP-Gas facility has been inspected and plans (See release plans folder) and specifications have been reviewed by this office for compliance with the submittal of plan requirements referenced in N.J.A.C. 5:18 Liquefied Petroleum Gas.

The application and project permit indicate that the plans comply with all regulations, codes and standards set forth in N.J.A.C. 5:18-1.1 et seq. Therefore, approval to construct is authorized, subject to and contingent upon the below indicated requirements.

Any deviation from the standards set forth in N.J.A.C. 5:18-1.1 et seq., and/or the plans as submitted shall be cause for denial and approval to operate the facility will not be allowed.

The approval to construct is subject to the following:

- Compliance with all local zoning regulations and requirements.
- Approval from the Pineland Commission where applicable.
- Construction must be completed within 18 months from date of plan approval.
- Work is subject to field inspection by this office.

A post-construction inspection is required by this office during the testing of the equipment before final approval can be given for the facility to begin operation.

Sincerely,

Joseph Imburgia

Construction Official

LP-Gas Safety Unit

Office of the Director

[Download](#)

To access your released plans
for **2026-37 : TEST #6/LP-GAS-3942**

IX. Inspections

An Inspection Request and Responsibility document is also provided for the purposes of the Divisions, LP-Gas Safety Units inspection services. All inspections are to be coordinated with the LP-Gas Safety Unit as indicated in that document. **The printed plans and documents are to be readily available for contractor services as well as the Divisions inspection services.**

****NOTE****


*All LP-Gas system construction under the Departments jurisdiction is **NOT** subject to permits, inspections, or approvals from local enforcement agencies. If a local agency permit is required for any portion of work under the Departments jurisdiction, we will notify the system owner or owner's agent to apply for a permit.*


If a local enforcing agency is requesting permits in conflict with the Divisions jurisdiction or for any other reason, please contact the LP-Gas Safety unit at telephone (609) 984-4257 or by email at LPGas@dca.nj.gov

V. Installation Completion

After all amendments have been approved you will receive an Installation Completion request email.

Installation Completion request for 2026-K12 Inbox x

 **donotreply@dca.nj.gov**
to me ▾

 **ePlan Review**

Installation Completion

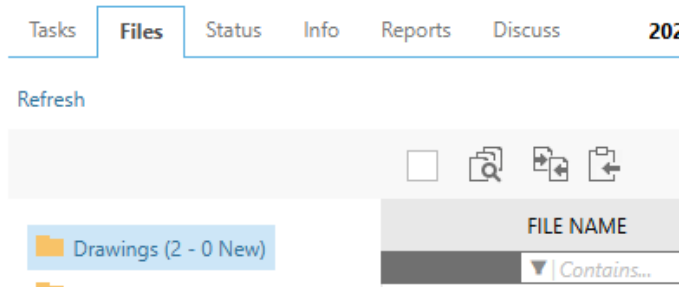
Hello Test,

You have an important task to complete by **6/3/2026 10:28:35 AM**.

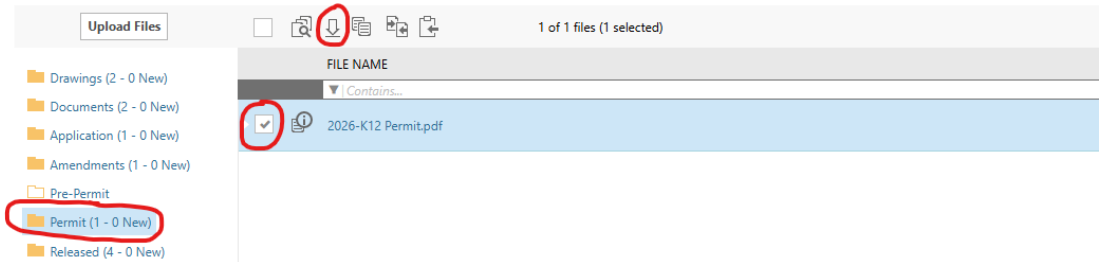
To begin, please select "Start Task" below.

Start Task To complete your task
for **2026-K12 : Test K12/LP-GAS-3967**

1. Click “Start Task” in the email or navigate to your project in ePlans.
2. On ePlans navigate to the Files tab.



3. On the left side choose the **Permit** folder
4. Click the checkbox next to the permit and then click the download button above it.



5. Once the permit has been downloaded to your computer’s **Downloads** folder, open the file from your **Downloads** folder and complete **SECTION II: Notification of Installation**. Save the permit file in your downloads folder for uploading to ePlans as needed.

SECTION II: NOTIFICATION OF INSTALLATION

I, the Owner or Authorized Agent of the Owner :
 _____, do hereby certify that the system described in the application conforms to the rules of N.J.A.C. 5:18 “Liquefied Petroleum Gas” and that the system has been installed and tested in accordance with the plans submitted.

Completion Date: _____

As-built plans submitted? Yes or No

Professional Engineer’s License No. _____

LP-Gas Marketer’s License No. _____

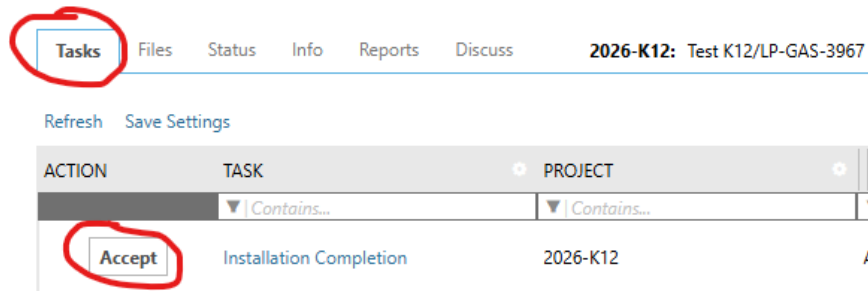
Propane Service Certificate No. _____

**If the system owner is not a licensed marketer or does not hold a propane service certificate, this section must be signed by the Engineer of Record.*

**Anyone performing LP-Gas installation work for a marketer requires the appropriate CETP/PEP certification. See N.J.A.C. 5:18-1.3(e). Master plumbers and licensed HVACR contractors are exempt from this requirement.*

6. After filling out all information in **SECTION II**, Save the Permit in your downloads folder and close it.
7. Navigate to Tasks tab on ePlans.

8. Click the Accept button.



9. A new task window will open.
10. Upload the edited Permit by clicking **Yes** if the revised Permit has the same file name as the previous version, or **No** if the file name has changed. Follow the prompts to complete the upload of the new updated Permit that you made your changes to.
11. Check **I have uploaded the Permit Completion to the Permit Folder, and I am ready to request an inspection.**

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

- *I have uploaded the Permit Completion to the Permit Folder *Required
- *I am ready to request an inspection *Required

12. Click the **Submit** button.

XI. Final Inspection

After the Notification of installation is completed and all documents submitted have been reviewed and approved, a final inspection task will automatically be generated for the Division inspection services. The inspection task will be assigned to the regional inspector, and an appointment will be made with the owner, owners' agent, or other person responsible for construction.

XII. Downloading Approved Files

After the final inspection is complete, a site-specific certificate of operation will be issued and a Division identifying registration number will be created for that system installation (*See Section III of the permit*). When all plans, permits, and associated

documents have been finalized, you will receive an email notification, and your files will now be available for downloading.



DOWNLOAD APPROVED FILES

5/27/2026

101 South Broad St

Dear Applicant/System Owner,

We have completed our final inspection of the above-referenced project and confirm that it has been installed and constructed in accordance with N.J.A.C. 5:18 and the approved plans on file with this office (see approved plan folder).

The use and operation of this installation must comply with all applicable regulations and sound safety practices. Any future modifications that deviate from the approved plans must be submitted to this office for review and approval prior to implementation.

The Permit to Operate has been signed. This letter serves as official confirmation that the Division has approved any required as-built drawings and authorizes the supplier (or owner, as applicable) to place the system into service. Permission to fill is hereby granted.

Sincerely,

Joseph Imburgia

Construction Official

LP-Gas Safety Unit

Office of the Director

Download

To access your released plans
for **2026-K12 : Test K12/LP-GAS-3967**

9. Click "Download" in the email or go to your project in ePlans.
10. Navigate to the Files tab.
11. On the left click on the Approved folder.
12. Check all files you wish to download
13. Click the download button to download the files.

The screenshot shows the 'Files' tab interface for project '2026-K12: Test K12/LP-GAS-3967'. The left sidebar shows a folder tree with 'Approved (6 - 0 New)' selected. The main area displays a table of files with checkboxes for selection and a download icon. The files listed are:

FILE NAME	STATUS
2026-K12 Permit.pdf	
Doc face.pdf	
Doc Testing.pdf	
Drawing E102-ElecPlans.pdf	
Drawing E301-ElecDetailsSched.pdf	
T Cert.pdf	