



State of New Jersey
 DEPARTMENT OF COMMUNITY AFFAIRS
 101 SOUTH BROAD STREET
 PO BOX 817
 TRENTON, NJ 08625-0817

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

LORI GRIFA
Commissioner

Beginning on or about November 22, 2010, the Department of Community Affairs, Division of Codes and Standards, Construction Plan Review units will begin sending all plan review correspondence electronically.

To assist with this transition please provide an email address on all project review applications. An updated application, including email address, may be found on the bureau's website (<http://www.nj.gov/dca/divisions/codes/offices/bcpr.html>) under the Related Forms section located at the bottom of the page. Correspondence submitted for an existing project should also include email addresses for each applicant (owner and/or owner's agent and architect/engineer).

If you prefer correspondence be sent through regular mail you must check the appropriate box on the project review application. It should be noted that if any applicant contacts opt out of email communication (owner or architect), all correspondence will be sent regular mail. We cannot accommodate partial email communication.

If you would like to email documentation to the BCPR please send to: planreviewintake@dca.state.nj.us

Please take note of a few items before emailing information to BCPR:

- Information should be sent as an attachment. All attachments should be in PDF format or the office may not be able to open, read or respond.
- Do not send duplicate documentation. If you have sent an email response please do not send a copy through regular mail. This may cause duplication of work and thus, slow down the review process.
- Do not send project status questions. The above email address is to be used exclusively for sending requested documentation. If you have a question about a project please contact the appropriate review team. Teams may be reached at the phone numbers listed below.
- **Do not send any correspondence requiring plans or other signed and sealed documentation. Rather, send it along with plans to the following:**

Class I, II, Special Projects, State Buildings Healthcare Facilities Plan Review	NJ DCA Division of Codes and Standards Bureau of Construction Project Review PO Box 817, 101 S. Broad Street, 4th floor Trenton, NJ 08625-0817
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Educational Facilities Plan Review	NJ DCA Division of Codes and Standards Education Plan Review Unit 200 Wolverton Avenue PO Box 821, Building 20, 2 nd floor Trenton, NJ 08611
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Casino Projects Plan Review	NJ DCA Division of Codes and Standards Atlantic City Plan Review Office 1601 Atlantic Avenue, 6 th floor Atlantic City, NJ 08401
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If you have a question regarding a specific project review teams may be reached at:

Bureau of Construction Project Review	609-984-7850
State Buildings	609-984-7865
Class I, II and Special Projects	609-633-7448
Health	609-633-8151
Education	609-943-5157
Atlantic City	609-441-3679