

**APPLICATION FOR PLAN REVIEW OF A LP-GAS SYSTEM**

N.J.A.C. 5:18 – Subchapter 6

Application Date: \_\_\_\_\_ LP-Gas File No.: \_\_\_\_\_

**I. SYSTEM INFORMATION**

System Operator - Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person – Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Location Address: \_\_\_\_\_ City: \_\_\_\_\_  
(if different from above mailing address)

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Contact Person – Name: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Nature of business where the system is to be installed: \_\_\_\_\_

System Owner – Company Name: \_\_\_\_\_ Federal ID No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person – Name: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Type of LP-Gas (choose one): \_\_\_\_\_

Description of the Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certification by Professional Engineer: I, \_\_\_\_\_, licensed to practice as a Professional Engineer in the State of New Jersey, do hereby certify that the plans and specifications for the facility described in this application conforms to the rules of N.J.A.C. 5:18 "Liquefied Petroleum Gas" and that the system will be installed in accordance with the plans submitted. Company Name: \_\_\_\_\_

Name: \_\_\_\_\_ License No.: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**II. PERMIT TO BEGIN WORK**

Permission is hereby granted to perform the work covered by this application.

By: \_\_\_\_\_ Date: \_\_\_\_\_

**III. NOTIFICATION OF INSTALLATION COMPLETION**

COMPLETION DATE \_\_\_\_\_

I, \_\_\_\_\_, LP-Gas supplier for the project, 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. As-built plans submitted? Yes \_\_\_ or No \_\_\_  
LP-Gas Marketer's License No. \_\_\_\_\_ Or Propane Service Certification No. \_\_\_\_\_

**IV. PERMIT TO OPERATE**

Permission is hereby granted to place the system in service. \*(see page 2) Registration No.: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS FOR FILING OF PLANS  
LP-GAS SYSTEM**

**Part I.** The applicant must fully complete the application in triplicate. Each application must be sealed by the New Jersey Professional Engineer of Record with the plans and applications submitted to:

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
DIVISION OF CODES AND STANDARDS  
OFFICE OF THE DIRECTOR / LP-GAS SAFETY UNIT  
P.O. BOX 821  
TRENTON, NEW JERSEY 08625-0821**

**Part II.** The Office of the Director will complete Part II after pre-installation site inspection reveals no deficiencies and plans are reviewed. The Professional Engineer of Record, after receipt of signed Part II, shall consider this Permit to Begin Work as authorization for construction to proceed provided that all conditions indicated below have been satisfied. The Office of the Director shall retain two copies of approved plans. All other copies shall be returned to the Professional Engineer of Record.

The approval to construct is subject to compliance with all local zoning regulations and requirements and approval from the Pineland Commission where applicable. A statement from the Professional Engineer of Record along with backup documentation is to be sent to the Office of the Director showing compliance with these regulations.

Conditions of Plan Review:

1. If a set of plans have been approved and construction has not been completed within 18 months from the date of plan approval, the plan approval for that site shall be considered expired unless extended or renewed by the Commissioner of the Department of Community Affairs.
2. All work shall be subject to field inspections by the Office of the Director.
3. One set of the plans approved by the Office of the Director shall be kept at the construction site at all times during the construction period of the installation.
4. Plans are reviewed for compliance to all applicable rules, regulations, standards and all public health and safety issues and concerns.

**Part III.** The engineer of record shall determine if as-built plans are required after the installation is completed. In the event as-built plans are required (if the installed system differs from the original approved drawings), the engineer of record shall furnish four (4) signed and sealed copies to the LP-Gas marketer/supplier for the project. Engineer shall furnish **original** applications to the marketer in charge of the installation whether or not as-built plans are required. Marketer shall complete Part III and return **all original copies** to the Office of the Director, along with all signed and sealed as-built plans where required.

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

**Part IV.** Upon receipt of Part III, the Office of the Director will conduct a field inspection and if the installation conforms to the rules, the Office of the Director will complete Part IV and distribute copies to the Professional Engineer-of-Record authorizing permission to place the system in service.

\* Within 30 days from when the Permit to Operate has been issued, the System Owner shall submit to the Office of the Director, a listing of the individuals who are trained to operate the system along with the specific training programs taken.