

TOWNSHIP OF LIVINGSTON
TENANT FIT-UP CHECKLIST

PLANS WILL BE REVIEWED ACCORDING TO DATE RECEIVED, NOT ACCORDING
TO COMPLEXITY OF PROJECT

Interior Work:

1. Need two (2) sets of plans. Show any structural changes. In addition to actual plans, if possible, plans on discs would be appreciated for scanning purposes.
2. Need to fill out applicable sub-code sections including description of work for each. Contractors must sign applications and Electric and Plumbing sub-code sections must have the contractor's raised seal.
3. Specify interior wall, ceiling, and floor finish material and thickness proposed. Any commercial project specifying carpet must supply ASTM E Test Specs for each style being used.
4. Specify exit sign and emergency light locations.
5. Specify door widths.
6. If store is in the Livingston Mall, a letter of approval from the mall manager is required.

Storefront Signs:

1. Need to contact B.I.D at 973-992-8080 for approval. *Applications will not be accepted without the letter of approval from B.I.D with the approved sign plan attached.*
2. Need (2) copies of the sign calculation form filled out.
3. Need (2) sets of sign drawings in **color**. Black and white pictures will not be accepted.
4. Must complete Sign Zoning Application and submit with check for \$140 made payable to *The Township of Livingston.*

Livingston Mall Signs:

1. Need (2) copies of the mall sign calculation form filled out.
2. Need (2) sets of sign drawings in **color**. Black and white pictures will not be accepted.