

#26-39

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, REPEALING AND REPLACING SECTIONS OF
CHAPTERS 133 & 179 ENTITLED UNIFORM CONSTRUCTION CODES OF THE
CODE OF THE TOWNSHIP OF MANCHESTER**

BE IT ORDAINED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

SECTION 1

The Purpose of this Ordinance is to amend Chapter 133, Construction Codes, **Uniform**.

SECTION 2

Chapter 133, Uniform Construction Codes, Article II § 133-3 **Fees** of the Code of the Township of Manchester and to be amended with the following:

The fee for a construction permit shall be the sum of the subcode fees as listed hereof and shall be paid before the permit is issued.

A. **Building Subcode Fees**. Minimum fee shall be \$100.

- (1) Plan review fee shall be 5% of the amount charged for a new construction permit pursuant to N.J.A.C. 5:23-4.18(b)1.
- (2) New construction. Fees for new construction shall be based upon the volume of the structure. Volume shall be computed in accordance with N.J.A.C. 5:23-2.28. Use groups are classified and defined in Chapter 3 of the ICC, NJ addition.
 - (a)
Per cubic foot of volume [except as in Subsections A(1)(b) and (c) below]: \$0.050.
 - (b)
Use Groups A-1, A-2, A-3, A-4, F-1, F-2, S-1 and S-2: \$0.040.
 - (c)
Structures on farms used exclusively for storage of grains or food, or sheltering of livestock: \$0.007.

Maximum fee on farm buildings: \$850.

- (3) Fees for renovations, alterations and repairs or site construction associated with pre-engineered systems of commercial farm buildings, premanufactured construction, and the external utility connection for premanufactured construction shall be based upon the estimated cost of the work. To determine the estimated cost, the applicant shall submit to the Construction Official such cost data as may be made available by the architect or engineer of record, or by a recognized estimating firm, or by a bona fide contractor's bid. The Construction Official shall make the final decision regarding estimated cost.
- (a) \$1 to \$50,000: _____ \$37 per \$1,000.
 - (b) \$50,001 to \$100,000: _____ \$29 per \$1,000.
 - (c) Over \$100,001: _____ \$25 per \$1,000.
 - (d) Minimum fee: \$100.
- (4) Addition. Fees shall be computed on the same basis as for new construction for the added portion.
- (5) Combination renovations and additions. Fees shall be the sum of fees computed separately for renovation and addition.
- (6) Demolition or removal, including fuel storage tanks. The fee shall be as follows:
- (a) Structures less than 5,000 square feet and less than 30 feet in height, single-family residences (R-5) in the building code, and structures on farms as per N.J.A.C. 5:23-3.2(D): \$100.
 - (b) All other use groups: \$200.
- (7) Temporary structures. Including but not limited to tents, sales trailers, air-supported structures, temporary mobile homes: \$92.
- (8) Swimming pools. The fee shall be as follows:
- (a) Residential aboveground: \$100.
 - (b) Residential in-ground: \$200.

(c) Commercial, public (\$20 per \$1,000 of cost minimum): \$200.

(d) Pool Barrier – Residential Use Groups: \$150.

(e) Pool Barrier – All Other Use Groups: \$250.

(9) Storage sheds and similar structures. The fee shall be as follows:

(a) Over 100 square feet or larger: same as new construction.

(10) Signs. The fee shall be \$1.50 per square foot of surface area of the sign, computed on one side only for double-faced signs. Minimum fee: \$100.

(11) All Use Groups except R-5: Cost of Alterations under Section A. (2) (a) (b) (c)

(12) Retaining walls. Fees for retaining walls shall be as follows:

(a) The fee for a retaining wall with a surface area greater than 550 square feet and having a total height four (4') feet or greater, or a retaining wall less than four feet having a negative impact on a foundation shall be \$275.

(b) The fee for a retaining wall with a surface area of 550 square feet or less shall be \$225.

(13) **Alternative systems and non-depletable energy sources.**

The fee for plan review of a building for compliance under the alternate systems and non-depletable energy source provisions of the energy subcode shall be \$350.00 for one and two family homes and light commercial structures having the indoor temperature controlled from a single point, and \$1500.00 for all other structures. See Bulletin 22-1 Energy Subcode Compliance.

Electronic Permit Submission Surcharge: \$1 per \$1000 of value of construction, with a minimum permit surcharge fee of \$2. Exemptions from these surcharges are for the following submissions: Pre-engineered systems of commercial farm buildings; Asbestos or lead abatement permits; Construction/rehabilitation of low- or moderate-income housing units; Demolition of buildings/structures; and Work consequential to a natural disaster (when waived by the local agency)

B. Plumbing Subcode Fees. Minimum fee: \$100 for Residential and \$200 for Commercial

(1) Plumbing fixtures and equipment. The fees shall be as follows:

(a) For each fixture, piece of equipment or appliance connected to the plumbing system, and for each appliance connected to the gas or oil piping system, except as indicated in Subsection B(1)(b) below, the fee shall be: \$40.

(b) For each special device, including but not limited to the following: grease traps, oil separators, refrigeration units, water service connections, sewer service connections (on multiple units, the fee is per unit), backflow preventers equipped with test ports (double check-valve assembly, reduced pressure zone and pressure vacuum breaker backflow preventers), steam boilers, hot water boilers (excluding those for domestic water heating), active solar systems, sewer pumps, interceptors, gas and/or oil piping, modular water piping and modular building drains: \$125.

(c) Hot water heaters:

[1] R Use Groups: \$125.

[2] All other use groups: \$200.

(2) Hot water base board heat: \$100.

(3) Installation of propane fuel storage tanks.

(a) All Residential (R) Use Groups: \$100.

(b) All other use groups: \$800.

(4) Gas- or oil-fired furnaces or RTUs.

(a) All Residential (R) Use Groups: \$125.

(5) Oil Tanks:

- (a) Residential: \$125
- (b) Commercial: \$250

(6) Air Conditioner:

- (a) Residential: \$125
- (b) Commercial: \$250

(7) Pool Main Drain:

- (a) Residential: \$125
- (b) Commercial: \$250

(8) Generator's

- (a) All Residential (R) Use Groups: \$125.
- (b) All other Use Groups: \$250

(9) Pool Heater's: \$125.

(10) Gas Fireplace:

- (a) All Residential (R) Use Groups: \$125.
- (b) All other Use Groups: \$200

(11) Water Filtration Systems:

- (a) All Residential (R) Use Groups: \$125.
- (b) All other Use Groups: \$150

(12) Lawn sprinkler backflow preventer(s):

- (a) All Residential (R) - Use Groups: \$125.
- (b) All other use groups: \$200.

(13) Dishwasher for all use groups except R: \$150.

(14) Annual fee for quarterly inspection/review of quarterly reports for grease traps: \$125.

C. **Mechanical Fees**. The minimum fee shall be \$100.

(1) Replacement Water Heaters: \$125.

(2) Replacement Air Conditioner - All Residential (R) Use Groups: \$125.

(a) All Residential (R) Use Groups: \$125

(b) RTU's: \$150.

(3) Replacement Furnaces: \$125.

(4) Boilers: \$125.

(a) All other Use Groups: \$200.

(5) Generator's

(a) All Residential (R) Use Groups: \$125.

(b) All other Use Groups: \$250

(6) Pool Heater's: \$125.

(7) Gas Fireplace:

(a) All Residential (R) Use Groups: \$125.

(b) All other Use Groups: \$200

(8) Water Filtration Systems:

(a) All Residential (R) Use Groups: \$100.

(b) All other Use Groups: \$120

(9) For each fixture, piece of equipment or appliance connected to the plumbing system, and for each appliance connected to the gas or oil piping system, the fee shall be: \$40.

D. Fire Subcode Fees. The minimum fee shall be \$100. Fire subcode fees for fire protection and hazardous equipment, sprinklers, standpipes (smoke and heat), pre-engineered suppression systems, gas and oil-fired appliances not connected to the plumbing system, kitchen exhaust systems, incinerators and crematoriums shall be as follows:

(1) Gas- or oil-fired appliances: \$100.

(2) Fire suppression systems (sprinkler systems):

(a) One to 20 heads: \$75.

(b) Twenty-one to 100 heads: \$150.

(c) One hundred one to 200 heads: \$250.

(d) Two hundred one to 400 heads: \$650.

(e) Four hundred one to 1,000 heads: \$900.

(f) Over 1,000 heads: \$1,200.

(3) Fire detectors and alarms (smoke, heat, duct, flame and beam). Each system will be computed separately.

(a) One to 12 devices: \$100.

(b) Each additional 25 devices: \$25.

- (4) Fire pumps: \$250.
- (5) Standpipes systems (per standpipe): \$250.
- (6) Independent pre-engineered systems (CO2 suppression, halon suppression, foam suppression, dry chemical suppression, wet chemical suppression), each system: \$125.
- (7) Kitchen exhaust system (per system):

All Residential (R) Use Groups: \$75

All other Use Groups: \$150
- (8) Incinerators: \$365.
- (9) Crematoriums: \$365.
- (10) Fuel-dispensing units (per pump): \$125.
- (11) Installation of fuel storage tanks:
 - (a) R-5: \$100.
 - (b) All other use groups: \$200.
- (12) Hydraulic calculation review for all use groups: \$75.
- (13) Water tank and/or underground fire main: \$300.
- (14) Tank-monitoring system (per tank): \$75.
- (15) Smoke-removal system [includes smoke detectors (up to six) not otherwise covered]: \$200.
- (16) Elevator recall: \$150.
- (17) Automatic smoke-fire control doors or shutters (pair), security locking devices integrated with alarm systems: \$125.
- (18) Installation of Solar photovoltaic systems:

- (a) Residential: \$75
- (b) Commercial: \$100

(19) Energy Storage Systems within or outside of a structure:

- (a) Residential: \$100
- (b) Commercial: \$200

(20) Carbon Dioxide Systems (new and/or replacement): \$100.

(21) The fee for replacement of an existing transmission means as per N.J.A.C. 5:23-2.17A(c)5v shall be \$100.00.

(22) Installation of a fire alarm control panel (FACP): R use groups \$100.00. All other use groups \$200.00. The fee charged is for each FACP.

E. Electrical Subcode Fees. Minimum fee: \$100.

- (1) For the first block consisting of one to 25 receptacles, fixtures or devices, the fee shall be **\$100**; for each additional block consisting of up to 25 receptacles, fixtures or devices, the fee shall be **\$25**. For the purpose of computing this fee, receptacles, fixtures or devices shall include lighting fixtures, wall switches, convenience receptacles, sensors, dimmers, alarm devices, smoke and heat detectors, communications outlets, light standards eight feet or less in height, including luminaires, emergency lights, electric signs, exit lights or similar electric fixtures and devices rated 20 amperes or less, including motors or equipment rated less than one horsepower (hp) or one kilowatt (kw).
- (2) For each motor or electrical device rated from one hp or one kw to 10 hp or 10 kw; for each transformer or generator rated from one kw or one kva to 10 kw to 10 kva; for each replacement of wiring involving one branch circuit or part thereof; for each storable pool or hydro massage bathtub; for each underwater lighting fixture; for household electric cooking equipment rated up to 16 kw; for each fire, security or burglar alarm control unit; for each receptacle rated from 30 amperes to 50 amperes; for each light standard greater than eight feet in height including luminaires; and for each communications closet, the fee shall be \$35.

- (3) For each motor or electrical device rated from greater than 10 hp or 10 kw to 50hp or 50 kw; for each service equipment, panel board, switch board, switch gear, motor-control-center, or disconnecting means rated 225 amperes or less, for each transformer or generator rated from greater than 10 kw or 10 kva to 45 kw or 45kva, for each electric sign rated from greater than 20 amperes to 225 amperes including associated disconnecting means, for each receptacle rated greater than 50 amperes, and for each utility load management device, the fee shall be \$125.
- (4) For each motor or electrical device rated from greater than 50 hp or 50 kw to 100 hp or 100 kw; for each service equipment, panel board, switch board, switch gear, motor-control-center or disconnecting means rated from greater than 225 amperes to 1,000 amperes, and for each transformer or generator rated from greater than 45 kw or 45kva to 112.5 kw or 112.5 kva, the fee shall be \$300.
- (5) For each motor or electrical device rated greater than 100 hp or 100 kw; for each service equipment, panel board, switch board, switch gear, motor-control-center or disconnecting means rated greater than 1,000 amperes, and for each transformer or generator rated greater than 112.5 kw or 112.5 kva, the fee shall be \$700.
- (6) The fee charged for electrical work for each permanently installed private swimming pool as defined in the building subcode, spa, hot tub or fountain shall be a flat fee of \$150, which shall include any required bonding, and associated equipment such as filter pumps, motors, disconnecting means, switches, required receptacles, and heaters etc., excepting panel boards, underwater lighting fixtures.
- (7) For electrical work requiring replacement of service entrance conductors or feeder conductors only, the fee shall be based on the designated ampere rating of the overcurrent device of the service or feeder as follows:
 - (a) For 225 amperes or less, the fee shall be \$150.
 - (b) For 226 to 1,000 amperes, the fee shall be \$300.
 - (c) Greater than 1,000 amperes, the fee shall be \$800.
- (8) For photovoltaic systems, the fee shall be based on the designated kilowatt rating of the solar photovoltaic system as follows:
 - (a) One to 50 kilowatts, the fee shall be \$400.

(b) Fifty-one to 100 kilowatts, the fee shall be \$700.

(c) Greater than 100 kilowatts, the fee shall be \$900.

(9) Replacement of hot water heaters: \$65.

(10) EV Car charging outlet: \$125 ea.

F. Elevator Subcode Fees.

(1) The elevator subcode fees shall be as published in N.J.A.C. 5:23-4.20, Departmental Fees, and in N.J.A.C. 5:23-12, Elevator Safety Subcode.

G. Certificate of occupancy fees and other permits:

(1) Certificate of occupancy: \$100.

(2) Certificate of occupancy for change in use: \$150.

(3) Certificate of continued occupancy: \$150.

(a) Tenant/agent to provide the following:

[1] Completed construction application.

[2] Completed building, electrical, plumbing and fire subcode application.

[3] Layout drawing by New Jersey registered architect.

[4] Letter of intent.

[5] Zoning sign-off.

[6] Health Department sign-off, if applicable.

[7] Other prior approvals, if applicable.

- (b)** A continued certificate of occupancy is needed for any change in tenant. If any work is being done, i.e., new carpeting, walls, additional electrical outlets, etc., then an application for each subcode must be filled out and submitted with a copy of the contract and two copies of signed sealed architectural plans as well as all of the above.
- (c)** A certificate of continued occupancy is required for every nonresidential property whenever a change in occupancy occurs which involves reinspection of all areas of life safety. Construction permits must be obtained for all proposed modifications.
- (4)** Temporary certificate of occupancy extension (with the exception of engineering or soil conservation): \$30.
- (5)** Permit for lead hazard abatement: \$140.
- (6)** Lead abatement clearance certificate: \$28.
- (7)** Administrative fee for permit issued for asbestos abatement: \$70.
- (8)** Certificate of occupancy following asbestos abatement: \$75.
- (9)** Reinstate a lapsed construction permit, 10% of the original cost, plus any amendments to the fee ordinance (minimum fee): \$100.
- (10)** Variance applications:
- (a)** Class I buildings and/or structures: \$594.
- (b)** Class II and III buildings and/or structures: \$120.
- (c)** Resubmission for Class I applications: \$229.
- (d)** Resubmission for Class II and III applications: \$120.
- (11)** Annual permits.
- (a)** Construction permit. Flat fee based upon the number of maintenance workers who are employed by the facility, and who are primarily engaged in work that is governed by a subcode. Managers, engineers, and clericals shall not be considered maintenance workers for the purpose of establishing the permit fee.

(b) Annual permits may be issued for building, fire protection, electrical and plumbing.

[1] One to 25 workers, the fee shall be \$667.

[2] Over 25 workers, each additional worker shall be \$150.

(c) Training registration fee, to be paid prior to issuance of an annual permit, fees shall be submitted (payable to "Treasurer State of New Jersey," per subcode): \$140.

(12) Lead-Safe Certificate pursuant to the Lead Hazard Control Assistance Act, P.L. 2003, c. 311 (N.J.S.A. 52:27D-437.10 et. Seq.: \$20.

(a) The municipality shall charge the dwelling owner or landlord a fee sufficient to cover the cost of the periodic lead-based paint inspection, including the cost of hiring a lead evaluation contractor, where applicable.

H. Training, certification and technical. The enforcing agency shall collect, in addition to the fees specified above, a surcharge of \$0.0016 per cubic foot of volume of new construction and \$0.80 per \$1,000 of value of all other construction. Such fees shall be submitted to the Department of Community Affairs of the State of New Jersey.

I. Waiver of permit fees for disabled persons. There shall be no permit fees charged for disabled persons' accessible home improvements (R-2, R-3, and R-5 Use Groups only).

J. Exceptions. Pursuant to and in accordance with N.J.S.A. 52:27D-126d et seq., the Township of Manchester may waive, by resolution, all enforcing agency fees for nonprofit organizations for construction within its boundaries including but not limited to construction permit fees, zoning fees and surcharge fees.

K. Engineering Review fees for New Dwellings, Retaining Walls & Tree Reforestation.

[Amended 12-10-2018 by Ord. No. 18-033]

(1) Plot plan review: \$200 for the first submittal; \$100 for any ensuing submittal.

(a) Township administrative processing fee due upon initial submission: \$100.

(2) Final engineering review: \$200 for the first and any ensuing submittal (additional field inspection required).

- (3) Top of foundation review: \$125.

L. Plan review fee schedule for Uniform Construction Code plans, Updates and Change of Contractor.

- (1) A non-refundable plan review fee payment of 5% shall accompany the construction permit application for all proposed newly constructed R-2, R-3, R-4 and R-5 Use Groups.
- (2) A nonrefundable plan review fee of \$100 shall accompany a construction permit application for all other use groups and for all additions, renovations, alterations and reconstruction work performed on existing structures.
- (3) The total review fee shall be deducted from the total cost of the construction permit fee.
- (4) Partial release fee for plan review and permit process for each Subcode per occurrence: \$100.
- (5) There shall be an additional fee of \$75 per hour for review of any amendment or change to a plan that has already been released. Minimum fee: one hour.
- (6) Minimum fee for Update to a residential permit: \$100
- (7) Change of Contractor for any permit: \$100

Additional Fees - Administrative:

Upon special written request made to the Director of the department, a permit applicant may deposit money in escrow with the Township to pay for inspections conducted after hours, on weekends and/or on Township holidays. The amount deposited shall be calculated as double the entire anticipated permit fees for the project, separate and apart from the permit fees paid for inspections conducted during normal Township hours.

For inspections conducted during after hours, on weekends and/or Township holidays, inspectors' time shall be billed at either time and a half or double time, depending on when the inspections are conducted. The township reserves all rights to determine the time and dates of inspections based upon availability of its workforce. As inspections are conducted, the Director will draw down from the escrow account with notice and invoice to the applicant. No inspections will be conducted until the escrow account is replenished.

If an escrow account contains insufficient funds, which shall be defined as equal to or less than 20% of the deposit, to enable completion of the remaining inspections, the Director shall provide the applicant with notice of the insufficiency of the escrow balance and applicant shall post such additional escrow deposit as shall be agreed upon by the Township and the applicant within a reasonable period of time.

SECTION 3

Chapter 179, Fire Prevention, Article I, Enforcement of State Code, § 179-10 Additional required inspection and fees of the Code of the Township of Manchester is hereby amended with the following:

A. In addition to the inspection fees required pursuant to the Act and the regulations of the Department of Community Affairs for life hazard uses, the following additional inspections and fees shall be required:

Type of Use	Fee
Nonresidential:	
Nonresidential less than 400 square feet	\$40
Nonresidential 401 to 2,500 square feet	\$60
Nonresidential 2,501 to 5,000 square feet	\$80
Nonresidential 5,001 to 12,000 square feet	\$100
Nonresidential greater than 12,000 square feet	\$125
Multiple dwellings:	
First building	\$75
Additional buildings	\$25
Amusement/entertainment less than 100 people	\$100
Restaurant less than 50 people	\$75
Residential smoke detector compliance	\$100
Inspection requests information:	
1) Inspection request 24 hours or less before closing – an additional	(+) \$300
2) Payments must be received by 3:00 p.m. for next day inspection whether in-person	

or via the on-line citizen portal.

- 3) The accelerated inspection request secures both a next-day inspection and, if a reinspection is necessary due to failure, the originally available inspection date that is offered prior to the next day inspection request shall apply.
- 4) Tenant information must be provided at the time of inspection request.

Reinspection Fee – missed appointments and locked doors at no fault of the Inspector \$50

A failed reinspection shall result in an additional \$100 fee. In addition, units found to be deficient for a smoke alarm and/or a carbon monoxide detector will result in a \$100 reinspection fee. However, the Accelerated inspection requests are applicable only to the initial inspection request.

An accelerated inspection request provides a next day inspection while preserving the originally scheduled inspection appointment as the reinspection date, should a reinspection be required for any reason upon failure.

Assembly use:

Less than 50 occupants	\$75
Amusement/entertainment less than 100 people	\$100

Business use/mercantile use:

Less than 400 square feet	\$40
Between 401 and 2,500 square feet	\$60
Between 2,501 and 5,000 square feet	\$80
Between 5,001 and 12,000 square feet	\$100
Greater than 12,000 square feet	\$125

B. All non-life-hazard uses shall be inspected annually.

SECTION 4.

All Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency only.

SECTION 5.

If any provision of this Ordinance is declared invalid, such invalidity shall not affect the other provisions of this Ordinance. Furthermore, the other provisions of this Ordinance are deemed to be severable and remain in full force and effect.

SECTION 6.

This Ordinance shall take effect after final approval and publication according to law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed by the Township Council of the Township of Manchester on first reading at a meeting held on the 27th day of July 2026 at 6:00 p.m. The Ordinance will be considered for second and final reading at a meeting of the Township Council which is scheduled for the 10th day of August 2026 at 6:00 p.m. or as soon thereafter as the matter may be reached, at the Municipal Building located at 1 Colonial Drive, Manchester, New Jersey 08759, at which time the public is invited to ask questions, raise objections, or provide public comment with regard to the proposed adoption of this Ordinance.

TERI GIERCYK, RMC/CMC
Municipal Clerk