

RELEASE OF WORK FOR LOCAL REVIEW



In order to more efficiently handle the construction plan review process for health care facilities, the Department of Community Affairs has a procedure aimed at allowing the review of certain health care facility projects to be performed at the local level. **Only those projects that do not involve patient care areas or are not subject to Federal Standards (ie: the AIA Guidelines for Design and Construction of Hospital and Health Care Facilities and the NFPA Life Safety Code 101) or State of New Jersey Licensing Standards are eligible.** Examples of work that could be considered include but are not limited to; parking garages, administrative offices or wings, kitchens, employee dining areas, fire protection systems, replacement of HVAC equipment, etc.

This process is strictly voluntary for all parties, which includes both the facilities and the local building departments. Facilities that wish to have all of their projects reviewed by the DCA may still do so. Municipalities that do not wish to review health facility projects or which are not Class 1 or Class 2 agencies may decline to do so, in which case the DCA will continue to take full responsibility for the project review.

All determinations for appropriateness of local review shall be made by the DCA Health Care Plan Review Unit prior to submission of the project to the local municipality. The following procedure shall be used to obtain that determination:

- ***The facility or their representative shall provide a narrative and cost estimate that clearly describes the work to be undertaken. Schematic drawings and other clarifying information shall accompany the narrative where necessary in order for DCA-HCPR to determine the extent of the work and its impact on patient care areas or Federal and State standards.***
- ***If it is determined that the work is appropriate for local review, DCA-HCPR will provide a letter of release. That letter must accompany the construction documents when they are submitted to the municipality for review and permitting.***
- ***If it is determined that the work affects patient care areas or falls under Federal or State standards, the facility will be directed to submit the construction documents to the DCA-HCPR unit for review, and normal review procedures will be followed.***

With everyone's cooperation, this system benefits all involved and allows for a more efficient handling of minor projects within the confines of health care facilities.

Questions regarding this process shall be addressed to Farivar Kiani, Supervisor of Plan Approval at (609)633-8151. All correspondence shall be mailed to the Department of Community Affairs, Health Care Plan Review Unit, P.O. Box 815, Trenton, NJ 08625-0815 or by courier to 101 S. Broad St. ,Trenton, NJ 08618