

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
BUREAU OF CONSTRUCTION PROJECT REVIEW  
PO Box 817, Trenton, NJ 08625

VARIATION APPLICATION INSTRUCTIONS

(N.J.A.C 5:23-2.10)

(P.L. 1975, C.217 NEW JERSEY UNIFORM CONSTRUCTION CODE)

**Project Name and Location:**

Street address sufficient to enable the project to be located by the Bureau, including name of municipality and county in which project is located.

**Owner:**

Full name and address of owner; if a corporation, list name and title of person submitting application in addition to the corporation name.

**Architect:**

Complete name and address of New Jersey licensed architect preparing the plans for the construction on the project.

**Building Use Group(s):**

Use Group classification of building shown in Section 302.1 of the building subcode (2000 International Building Code – NJ Edition).

**Building Construction Classification:**

Construction classification of building as assigned in accordance with section 602.0 of the building subcode.

**Building Height:**

Show in feet, above grade.

**Number of Stories:**

The number of floors including occupied basement and partially below grade floors.

**Total Gross Area:**

The total combined area of all floors enclosed by the exterior wall of the structure exclusive of vent shafts and courts.

**Section and Subcode:**

Provide the appropriate section number and subcode title.

1. Requirements from which variation is sought:  
Provide a statement of the requirements of the subcode from which a variation is sought.
2. Manner by which strict compliance would result in practical difficulties:  
Provide a statement of the manner by which strict compliance would result in practical difficulties such as hazardous or inconvenient conditions, or required unreasonable demolition, etc.

3. Nature and extent of such practical difficulties:  
Provide a statement, which will enable the Bureau to assess the magnitude of the resulting hardship. If the variation applies to more than one room, door, stair, building, etc., describe how many; if compliance is physically impossible, explain why.
4. Alternative to requirements:  
Provide a statement describing feasible alternatives, which the applicant is proposing, to the requirements of the Regulation which would adequately protect the health, safety, and welfare of the occupants or intended occupants and the public generally. Provide architectural drawings showing the proposed alternative and state how this alternative provides for the health, safety, and welfare in accordance with the intent of the Regulations.

Submit a separate application for each variation desired. If the applicant desires a similar variation for separate buildings or different use groups or construction classifications, a separate application must be submitted for each group or classification.

**NOTE: Applicant must submit necessary design drawings with variation request. A request without design drawings and the required fee will be considered incomplete and will not be reviewed for evaluation.**

**Fees: N.J.A.C. 5:23-4.20 (c)3viii**

**Class I structures: \$821.00**

**Class II and III structures: \$168.00**

**Checks are to be made out to "Treasurer, State of New Jersey" and submitted with the application.**

**Appeals:**

**Resubmission of an application for variation shall be \$321.00 for Class I structures and \$91 for Class II and III structures.**

**Questions: Call 609-633-0800.**

New Jersey Department of Community Affairs  
Bureau of Construction Project Review  
Variation Application  
(N.J.A.C. 5:23-2.10)

FEE PAID

Amount \$ \_\_\_\_\_

Check # \_\_\_\_\_

Variation # \_\_\_\_\_ BCPR Project # \_\_\_\_\_

Date Filed \_\_\_\_\_ Plan Reviewer \_\_\_\_\_

Project Name & Location \_\_\_\_\_

Owner's Name & Address \_\_\_\_\_

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Architect's Name & Address \_\_\_\_\_

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Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Building Use Group(s) \_\_\_\_\_ Building Height \_\_\_\_\_ feet # of Stories \_\_\_\_\_

Building Gross Area \_\_\_\_\_ Building Construction Classification \_\_\_\_\_

The owner of the above premises hereby applies for a variation to Section \_\_\_\_\_ of the  
\_\_\_\_\_ Subcode of New Jersey Uniform Construction Code.

1. Requirements for which variation is sought:

2. Manner in which strict compliance will result in practical difficulties:

3. Nature and extent of practical difficulties:

4. Proposed alternative to requirements (design drawings must be submitted when applicable):

Signature \_\_\_\_\_

Print Name \_\_\_\_\_