

Health Care Plan Review Unit

# SUPPLEMENTAL GUIDE TO



# HEALTH CARE PLAN REVIEW SUBMISSION

State of New Jersey  
Department of Community Affairs  
Division of Codes and Standards  
Bureau of Construction Project Review  
PO Box 817  
Trenton, New Jersey 08625



State of New Jersey  
Philip D. Murphy, Governor

Department of Community Affairs  
Lt. Governor Sheila Y. Oliver  
Commissioner

Updated: 3/15/2019

NEW JERSEY STATE DEPARTMENT OF COMMUNITY  
AFFAIRS

HEALTH CARE PLAN REVIEW UNIT

**SUPPLEMENTAL GUIDE TO HEALTH CARE  
PLAN REVIEW SUBMISSION**

Contents:

- I. REQUIREMENT FOR HEALTH CARE PLAN REVIEW BY NJDCA
- II. INQUIRES
- III. APPLICABLE CONSTRUCTION CODES, REGULATIONS AND STANDARDS
- IV. NONAPPLICABLE FACILITIES

Please be advised that the plan review conducted by the New Jersey State Department of Community Affairs (DCA) shall in no way ease or relieve the responsibility of the design professional from the execution of submissions for plan review in compliance with all codes, regulations, standards and comments in conformity with best practices current to the state of the art.

The applicant is encouraged to view the *DCA Plan Review Instructions* available at the website indicated below for general plan review submission information and guidance. The information provided here acts as a supplemental guide to aid in the successful submission of drawings, specifications and required documents particular to Health Care Plan Review (HCPR) for construction plan review and project release purposes.

Copies of this document and all necessary forms and applications may be obtained at the following web address:

<http://www.state.nj.us/dca/divisions/codes/offices/bcpr.html>

**I. REQUIREMENT FOR HEALTH CARE PLAN REVIEW BY NJDCA**

Plans, specifications and required documents, for the construction of new facilities, additions, renovations and reconstructions for all types of health care facilities that are licensed by the New Jersey State Department of Health (DOH) shall be submitted to DCA for construction plan review as per NJAC 5:23-3.11(a)8. Additionally, psychiatric hospitals and developmental centers licensed by the New Jersey State Department of Human Services (DHS) also require construction plans, specifications and required documents to be submitted to DCA for plan review. Some facilities that are inspected by the DOH for federal physical plant requirements but are not licensed by DOH require that DCA to do the construction plan review.

Plan review for health care facilities that are required to register with the DOH but are not licensed by the DOH should submit their construction documents to the local authority having jurisdiction (AHJ) in the municipality where the project work is being proposed. Some examples of these include,

doctor's offices, medical laboratories, etc. See additional information below in Section IV - NONAPPLICABLE FACILITIES.

Note: As of April 1, 2018 schematic plans will no longer be accepted and the DCA Health Care Plan Review Record no longer needs to be submitted with your application. Applicants must choose between complete or partial plan reviews on application forms and provide the appropriate documentation (See *DCA Plan Review Instructions* as indicated above).

## **II. INQUIRIES**

When sending correspondence to HCPR, please use the following addresses:

By U.S. Mail:           New Jersey Department of Community of Affairs  
Health Care Plan Review  
P.O. Box 817  
Trenton, NJ 08625-0817

By Courier Service:   New Jersey Department of Community Affairs  
Health Care Plan Review  
101 South Broad Street, 4<sup>th</sup> Floor  
Trenton, NJ 08608

### **Codes, Regulations and Standards Interpretations**

Questions regarding plan review procedures or building code interpretations may be directed to the supervisor of the Health Care Plan Review Unit at 609-633-8151 or in writing by using the addresses noted above. Our fax number is 609-633-2525 and our email address is [planreviewintake@dca.nj.gov](mailto:planreviewintake@dca.nj.gov).

Questions regarding DOH licensing standards should be directed to the NJ Department of Health at:

**Certificate of Need & Health Care Facility Licensure (CNHFL)**  
P.O. Box 385  
Trenton, NJ 08625-0385  
609-292-6552

### **III. APPLICABLE CONSTRUCTION CODES, REGULATIONS and STANDARDS**

New Jersey Uniform Construction Code (NJAC 5:23) as amended and currently adopted (See *Plan Review Instructions* for more information at link below):

<http://www.state.nj.us/dca/divisions/codes/codreg/ucc.html>

New Jersey DOH regulations (NJAC Title 8) for specific facilities by license type (see PHYSICAL PLANT and related requirements in each section listed below as applicable):

<http://www.state.nj.us/oal/rules/accessp/>

- NJAC 8:36 – Standards for Licensure of Assisted Living Residences, Comprehensive Personal Care Homes (CPCH) & Assisted Living Programs
- NJAC 8:37 – Licensing Standards for Dementia Care Homes
- NJAC 8:39 – Standard for Licensure of Long Term Care Facilities
- NJAC 8:43 – Standards for Licensure of Residential Health Care Facilities Located With and Operated by Licensed Health Care Facilities
- NJAC 8:43A – Manual of Standards for Licensing of Ambulatory Care Facilities
- NJAC 8:43D – Standards for Licensure of Pediatric Community Transitional Homes
- NJAC 8:43F – Standards for Licensure of Adult Day Health Services Facilities
- NJAC 8:43G – Hospital Licensing Standards
- NJAC 8:43J – Standards for Licensure of Pediatric Medical Day Care Facilities

2018 edition Facility Guidelines Institute (FGI) manuals (per NJAC 5:23-3.2) for certain licensed health care facilities – see facility types below (generally for facilities that intend to receive federally-funded monies e.g., Medicaid, Medicare when completed and in operation):

- Guidelines for Design and Construction of Hospitals
- Guidelines for Design and Construction of Outpatient Facilities

- Guidelines for Design and Construction of Residential Health Care and Support Facilities

**[2018 FGI Guidelines became mandatory as of February 1, 2019; where FGI Guidelines are applicable]**

### **FACILITY TYPES**

Classification of occupancy and applicability of additional regulations and standards are shown below by facility type. Other licensed health care facility types not shown below, may be required to comply – Call DOH or HCPR if you are not sure.

#### **ASSISTED LIVING RESIDENCES AND COMPREHENSIVE PERSONAL CARE HOMES**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

*2012 NFPA 101 Life Safety Code (compliance not reviewed by NJDCA in construction plan review; but indicated as necessary in NJ Department of Health approval letters for licensing to meet federal requirements)*

NJAC 8:36 – Standards for Licensure of Assisted Living Residences, Comprehensive Personal Care Homes & Assisted Living Programs

#### **DEMENTIA CARE HOMES**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

*2012 NFPA 101 Life Safety Code (compliance not reviewed by NJDCA in construction plan review; but indicated as necessary in NJ Department of Health approval letters for licensing to meet federal requirements)*

NJAC 8:37 – Licensing Standards for Dementia Care Homes

#### **NURSING HOMES (LONG TERM CARE FACILITIES)**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

FGI - Guidelines for Design and Construction of Residential Health, Care, and Support Facilities

NJAC 8:39 – Standard for Licensure of Long-Term Care Facilities

**RESIDENTIAL HEALTHCARE FACILITIES LOCATED WITH AND OPERATED BY NJDOH-LICENSED HEALTHCARE FACILITIES**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

FGI - Guidelines for Design and Construction of Residential Health, Care, and Support Facilities

NJAC 8:43 – Standards for Licensure of Residential Health Care Facilities Located With, and Operated by Licensed Health Care Facilities

**AMBULATORY CARE FACILITIES (Outpatients Only)**

Use Group B per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

FGI - Guidelines for Design and Construction of Outpatient Facilities

NJAC 8:43A – Manual of Standards for Licensing of Ambulatory Care Facilities

**PEDIATRIC COMMUNITY TRANSITIONAL HOMES**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

FGI - Guidelines for Design & Construction of Residential Health, Care, and Support Facilities/2014 (NJAC 5:23-3.2)

NJAC 8:43D – Standards for Licensure of Pediatric Community Transitional Homes

**ADULT DAY HEALTH SERVICES FACILITIES**

Use Group I-4 per International Building Code, NJ Edition (NJAC 5:23-3.14)

*2012 NFPA 101 Life Safety Code (compliance not reviewed by NJDCA in construction plan review; but indicated as necessary in NJ Department of Health approval letters for licensing to meet federal requirements)*

NJAC 8:43F – Standards for Licensure of Adult Day Health Services Facilities

**HOSPITALS (ACUTE CARE FACILITIES)**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

FGI - Guidelines for Design and Construction of Hospitals

NJAC 8:43G – Hospital Licensing Standards

**PEDIATRIC MEDICAL DAY CARE FACILITIES**

Use Group I-2 per International Building Code for those facilities within a Hospital or long term care facility and Use Group I-4 for free standing facilities. (NJAC 5:23-3.14)

*2012 NFPA 101 Life Safety Code (if Use Group I-2; otherwise compliance not reviewed by NJDCA in construction plan review; but indicated as necessary in NJ Department of Health approval letters for licensing to meet federal requirements)*

NJAC 8:43J – Standards for Licensure of Pediatric Medical Day Care Facilities

**PSYCHIATRIC HOSPITAL FACILITIES**

Use Group I-2 per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

FGI - Guidelines for Design and Construction of Hospitals

NJAC 8:43G – Hospital Licensing Standards

**OUTPATIENT RENAL DIALYSIS FACILITIES**

Use Group B (Ambulatory Care Facility) per International Building Code, NJ Edition (NJAC 5:23-3.14)

2012 NFPA 101 Life Safety Code

(In Hospital location)

FGI - Guidelines for Design and Construction of Hospitals

NJAC 8:43G – Hospital Licensing Standards

Or

(Free-standing location: Ambulatory Health Care Facility)

FGI - Guidelines for Design and Construction of Outpatient Facilities

NJAC 8:43A – Manual of Standards for Licensing of Ambulatory Care Facilities

### **SUBSTANCE USE DISORDER TREATMENT FACILITIES**

Use Group varies with facility type as licensed by the NJDOH (as of October 2018)

2012 NFPA 101 Life Safety Code (applicability dependent upon licensed facility type)

FGI - Guidelines (applicability dependent upon licensed facility type)

NJAC Department of Health Regulations – dependent on licensed-facility type

NJAC Department of Human Services Regulations:

- Residential facility type (See NJAC 10:161A)
- Outpatient facility type (See NJAC 10:161B)

## **IV. NONAPPLICABLE FACILITIES:**

Construction plans for the following facilities are **not** the jurisdiction of DCA; but should be submitted to the appropriate local authority having jurisdiction (AHJ) for construction plan review:

- (As of at least January 1, 2019)  
*Physician Practices with One Operating Room*– required to become licensed by the NJ Department of Health as an Ambulatory Care Facility and submit construction plans to NJDCA **only** if increasing the medical practice beyond the existing one (1) operating room with additional operating rooms; then must



comply with Ambulatory Care Facilities codes and standards for compliance. Construction plans should be submitted for plan review to the local authority having jurisdiction (AHJ) i.e., where the facility is located for medical practices not increasing their overall number of operating rooms beyond one (1).

- (As of March 13, 2005)  
Residential health care facilities **Not** located with and operated by licensed health care facilities. These facilities are licensed by DCA and are regulated by the following:
  - Residential health care facility licensed by DCA(see NJAC 5:27A)