

Borough of Monmouth Beach

22 Beach Road, Monmouth Beach, NJ 07750

Construction Office
Telephone (732) 229-2204 ext. 112

Don Clare
Construction Official

HVAC CHECKLIST (2 pages)

Air Conditioner

- △ Must have approval from Zoning prior to submitting to Construction
 - Application, payment, two (2) copies of current survey
 - Size, location, and mounting height of unit must be specified on survey.
 - Must comply with the minimum principal building setbacks
 - Must include proposal to screen generator on all four sides as per Section 30-8.24
- △ Construction Permit Jacket (inside signed)
- △ Small Construction Form
- △ Electrical Technical Section
- △ Plumbing Technical Section (condensate drain, coil, condenser)
- △ Building Technical Section (if new ductwork is to be installed and/or elevated platform)
- △ Copy of Home Improvement Contractors Registration
- △ Elevated Platform requires drawings and elevation information
- △ Brochure for Unit
- △ Owners Affidavit
- △ Inspections for Air Conditioner Installation
 - Final Electric
 - Final Plumbing
 - Final Building

Furnace

- △ Construction Permit Jacket (inside signed)
- △ Small Construction Form
- △ Electrical Technical Section (switch)
- △ Plumbing Technical Section
- △ Fire Technical Section (Gas Appliance)
- △ Gas Pipe Diagram or Fuel Oil Line Diagram
- △ Heat Loss Calculations (New installations only)
- △ Building Technical Section (if new ductwork is being installed) –or–
- △ Chimney Verification
- △ Copy of Home Improvement Contractors Registration
- △ Brochure for Unit
- △ Inspections for Furnace Installation
 - Gas Piping – Plumbing
 - Final Electric
 - Final Plumbing
 - Final Fire
 - Final Building

If CSST is being used, make a note on both the plumbing and electric technical sections and provide a copy of your CSST Certification.

Boiler

- △ Construction Permit Jacket (inside signed)
- △ Small Construction Form
- △ Electrical Technical Section (switch)
- △ Plumbing Technical Section
- △ Fire Technical Section
- △ Chimney Verification
- △ Gas Pipe Diagram (length of run, size of pipe, and BTU's of everything on the line)
- △ Heat Loss Calculations
- △ Copy of Home Improvement Contractors Registration
- △ Brochure for Boiler
- △ Bonding of CSST if applicable (copy of CSST certification must be submitted)

- △ Inspections for Boiler Installation
 - Gas Piping – Plumbing
 - Final Electric
 - Final Plumbing
 - Final Fire

Water Heater

- △ Construction Permit Jacket (inside signed)
- △ Small Construction Form
- △ Electrical Technical Section (electric hot water heaters only)
- △ Plumbing Technical Section
- △ Fire Technical Section (only if vent is replaced)
- △ Chimney Verification
- △ Copy of Home Improvement Contractors Registration
- △ Brochure for water heater

- △ Inspections for Water Heater Installation
 - Final Electric
 - Final Plumbing
 - Final Fire

If CSST is being used, make a note on both the plumbing and electric technical sections and provide a copy of your CSST Certification.
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Tankless Water Heater

- △ Construction Permit Jacket (inside signed)
- △ Small Construction Form
- △ Electrical Technical Section
- △ Plumbing Technical Section
 - Gas Piping diagram
- △ Fire Technical Section
- △ Chimney Verification
- △ Copy of Home Improvement Contractors Registration
- △ Brochure for tankless water heater

- △ Inspections for Water Heater Installation
 - Plumbing – Gas Piping
 - Final Electric
 - Final Plumbing
 - Final Fire