

Borough of Monmouth Beach

22 Beach Road, Monmouth Beach, NJ 07750

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

Don Clare
Construction Official

House Raising Checklist

△ Prior Approvals.

- Zoning and/or Resolution Compliance Approval (Zoning must be approved prior to submission).
You need 3 sets of architectural plans and 3 site plans.
- Land Disturbance – only if there is a change to the grading.
- Floodplain Development Permit (to be reviewed at time of Construction permit review).
- Freehold Soils Certification or Exemption - Ben Shotland (732) 683-8500.
- CAFRA, if applicable.
- DEP, if applicable.
- Contractor Disconnect/Cap Letters (must be signed and sealed by licensed contractor).
 - Electrical Contractor – power, bonding, phone/cable.
 - Plumbing Contractor – water, sewer, gas cap.

△ Completed Outer Jacket (signed inside).

△ Completed Technical Forms (signed and sealed).

- Small Construction Form.
- Building.
- Electrical.
- Plumbing.
- 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.

- If building height is over 35 feet per IRC.
- Houses must have interconnected smoke alarm systems.

△ Owners Affidavit.

△ 3-Sets of signed and sealed Architectural Plans (signed by Zoning Officer).

- Title page must include reference to:
 - Flood Zone and Base Flood Elevation.
 - Structure Height per Land Use Regulations.
 - Structure Height per NJIRC.
- Elevation Page showing BFE and heights per Land Use Regulations and per NJIRC.

△ 3-Copies of Site Plan (if not on Architectural Plans, also signed by Zoning Officer).

△ Notification to adjoining property owners as per article 5:23-2.34 of the UCC (Ask for Examples)

- Written consent from each adjoining property owner is required
- Letter must be approved by the Construction Official prior to bringing to neighbors.)

△ Elevation Certification Proposed (Flood Elevation Certificate optional).

△ Copy of Home Improvement Contractor Registrations.

△ COAH / Affordable Housing (see letter or ordinance for details).

- COAH Contribution amounts will be determined by Tim Anfuso closer to finals.

➤ IF PERMIT INFORMATION IS INCOMPLETE, PERMITS WILL BE REJECTED.

➤ ALL PLANS MUST HAVE A COMPLETE TITLE PAGE OR THEY WILL BE REJECTED
(Site plan is preferred to be on the title page of the plans).

➤ PLEASE WRITE CLEARLY AND INCLUDE ALL REQUIRED INFORMATION.

SUBJECT TO CHANGES

Forms by Jacqueline Rae Taylor 1-13