

# Borough of Monmouth Beach

22 Beach Road, Monmouth Beach, NJ 07750

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

Don Clare  
Construction Official

## **New Home / Addition Permit Check List** **Not All Items Listed Below May Be Required.**

- △ Prior Approvals.
    - Zoning &/or Resolution Compliance Approval (Zoning must be approved prior to submission).
    - Land Disturbance Submittal.
    - Freehold Soils.
    - CAFRA.
    - DEP.
  - △ Completed Outer Jacket (signed inside).
  - △ Completed Technical Forms (signed and sealed).
    - Small Construction Form. (total cost of all tech sheets combined).
    - Building.
    - Electrical.
    - Plumbing.
    - Fire.
    - Elevator.
    - HVAC (Building, Plumbing, Electric, Fire).
      - If contractor is different for HVAC, this must be done as an update with the technical forms and a small update form.
      - HEAT LOSS Calculations (see worksheet)
      - Fabrication Details for duct systems
- If CSST is being used, make a note on both the plumbing and electric technical sections and provide a copy of your CSST Certification.
- △ 2-Sets of signed and sealed Architectural Plans.
  - △ 2-Copies of Site Plan (if not on Architectural Plans).
  - △ Mechanical Drawings.
    - Gas Piping (size and length, BTU's of gas appliances).
    - Plumbing Schematics (Isometric drawing of plumbing waste and vent system, etc.).
    - Electrical Schematics.
  - △ Equipment Specifications (Fireplace, Boiler, Furnace, A/C, etc.).
  - △ ResCheck.
  - △ 2 sets of TJI drawings.
  - △ Signed, Sealed Truss Drawings, if applicable
  - △ Flood Elevation Certificate.
  - △ Copy of License/Registrations
    - Home Improvement Contractors (Additions) -OR- New Home Builders (New Home)
  - △ Chimney Verification (gas fired appliances – additions only).
  - △ Owners Affidavit
  - △ Demolition Permit (see requirements & checklist, tear down & rebuild).
  - △ 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.

Forms by Jacqueline Rae Taylor 9-12