

Borough of Monmouth Beach

22 Beach Road, Monmouth Beach, NJ 07750

Construction Office
Telephone (732) 229-2204 ext. 112
Const. Dept. Email: construction@monmouthbeach.org
Inspection Email: inspection@gmail.com

Don Clare, CFM
Construction Official – Electrical Subcode
Floodplain Administrator
Email: dclare@monmouthbeach.org

House Raising Checklist

△ **NOTE** THE BOROUGH OF MONMOUTH BEACH HAS ADOPTED THE ABFE FOR THE FLOOD MAP. PLUS A 3'-0" FREEBOARD TO THE BFE.**

- △ **Prior Approvals.**
 - JCP&L Lift Prior Approval. Call 800-662-3115 For more info contact [JCP&L](#)
 - Zoning and/or Resolution Compliance Approval (Zoning must be approved prior to submission). Provide 3-sets of architectural plans and 3-site plans. Contact Bonnie Heard 732-229-2204 Ext .131
 - Land Disturbance – If any change to the grading. Contact Bonnie Heard 732-229-2204 Ex
 - Home Elevation Contractor Certification. Copy of registration required.
 - Floodplain Development Permit (to be reviewed at time of construction permit review).
 - Freehold Soils Certification or Exemption - Ben Shotland 732-683-8500.
 - Contractor Disconnect / Cap Letters to be provided by the utility. (When appropriate a licensed contractor may sign and seal).
 - Electrical Contractor – power, phone, and cable.
 - Plumbing Contractor – water, sewer, gas. NJ Natural Gas Requires Shut- off at the street.
- △ Copy of Current Home Improvement Contractor Registrations.
- △ **Notification to adjoining property owners** as per article 5:23-2.34 of the UCC (Ask for Example letter).
 - Written notification to each adjoining property owner is required.
 - Letter must be approved by the Construction Official prior to bringing to neighbors.)
- △ Completed Outer Jacket (signed inside). Provide all email addresses.
- △ Completed Technical Forms (signed and sealed where required).
 - Small Construction Form. **Provide emails for all contractors.**
 - Building. **Provide email**
 - Electrical. **Provide email**
 - Plumbing. **Provide email**
 - Fire. **Where any of the following apply.**
 - If building height is over 35 feet per IRC.
 - If creating parking below structure.
 - Homes being raised must have an inter-connected smoke alarm system.
- △ 3-Sets of signed and sealed architectural plans (**All Copies stamped and signed by the Zoning Officer, 1-Copy will be retained by the Zoning Officer**).
 - **Title page must include reference to:**
 - Flood Zone and Advisory Base Flood Elevation Existing and Proposed.
 - Structure Height per Land Use Regulations, Existing and proposed.
 - Structure Height per NJIRC.
 - Elevation Page to show BFE, DFE, and structure height per Land Use Regulations and Per / NJIRC.
- △ 3-Copies of Site Plan (*if not on architectural plans must be signed by Zoning Officer*).
 - IF PERMIT INFORMATION IS INCOMPLETE, PERMITS WILL BE REJECTED.
 - PLEASE WRITE CLEARLY AND INCLUDE ALL REQUIRED INFORMATION

PERMITS SUBMITTED WITHOUT EMAIL ADDRESSES WILL BE REJECTED.