

# 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](mailto:construction@monmouthbeach.org)  
Inspection Email: [inspection@gmail.com](mailto:inspection@gmail.com)

Don Clare, CFM  
Construction Official – Electrical Subcode  
Floodplain Administrator  
Email: [dclare@monmouthbeach.org](mailto: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.**

Rev 3-21-16