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 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