

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 building height is over 35 feet per IRC.
 - Houses must have interconnected smoke alarm 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.
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- △ Owners Affidavit.
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- △ 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