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

⊙ 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