House Raising Checklist

NOTE** THE BOROUGH OF MONMOUTH BEACH HAS ADOPTED THE ABFE FOR THE FLOOD MAP. PLUS A 3’-O” 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.

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