

Borough of Monmouth Beach Construction Permit Application Checklist - NEW CONSTRUCTION & ADDITIONS

Project Location: _____ Block: _____ Lot: _____ Qual #: _____

Control #: _____ Date Received: ____/____/____ Reviewed by: _____

N/A Provided

- ☐ ☐ Zoning/Planning Board Approval
 - ☐ ☐ Zoning Officer Approval
 - ☐ ☐ Freehold Soil Conservation COMPLIANCE or EXEMPTION CERTIFICATION
 - ☐ ☐ Board of Health Approval
 - ☐ ☐ COAH (Council on Affordable Housing) Signed Letter
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- ☐ ☐ Construction Permit Application Folder (F-100)
 - ☐ ☐ Building Subcode Technical Form (F-110)
 - ☐ ☐ Electrical Subcode Technical Form (F-120)
 - ☐ ☐ Plumbing Subcode Technical Form (F-130)
 - ☐ ☐ Mechanical Subcode Technical Form (F-135) (**Use Group R3 & R5 ONLY**)
 - ☐ ☐ Fire Subcode Technical Form (F-140)
 - ☐ ☐ Elevator Subcode Technical Form (F-150) (NJ DCA approval for elevator)
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- ☐ ☐ **Plans & Specifications:** Signed & Seals ALL page drawings. ***All Plans (excluding shop drawings) drafted by other than the Architect of Record must be accompanied by a letter from the Architect of Record pursuant to N.J.A.C. 5:23-2.15(f)1xi(1)***
- ☐ ☐ **Model code editions, if applicable to the project Residential single/two-family homes:**
 - ☐ 2021 International Residential Code
 - ☐ 2020 National Electrical Code
 - ☐ 2021 International Energy Conservation Code
 - ☐ 2019 NFPA 72 (Fire Alarm and Signaling Code)
 - ☐ 2021 International Mechanical Code
 - ☐ 2021 National Standard Plumbing Code
 - ☐ 2019 NFPA 13R or 13D (Sprinkler Systems)
 - ☐ 2021 International Swimming Pool and Spa Code
- ☐ ☐ 2 **bounded** sets of plans (each architectural plan page must be signed & sealed)
 - ☐ ☐ 2 sets of truss drawings, if applicable
 - ☐ ☐ 2 copies of site diagram (could be on architectural plans)
 - ☐ ☐ Mechanical Drawings (could be on architectural plans)
 - ☐ ☐ IECC Energy calculations (REScheck/COMMcheck)
 - ☐ ☐ HVACR Load Calculations (Manual D, S, J)
 - ☐ ☐ Equipment Specifications (Fireplace, Boiler, Furnace, A/C, etc.)
 - ☐ ☐ Design review letter for documents not prepared by Architect of Record
 - ☐ ☐ Foundation Location Survey – **Required upon completion of all new foundations. Must include Elevation Certificate in flood zones & must be submitted prior to further vertical construction in A & Coastal Zones**

BUILDINGS & STRUCTURES IN FLOOD HAZARD AREAS:

- ☐ ☐ Floodplain Development Permit
 - ☐ ☐ Substantial Improvement Itemization Schedule
 - ☐ ☐ Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height
 - ☐ ☐ Approved Flood Elevation Certificate, if required (***not required for new homes***)
 - ☐ ☐ Geotechnical Investigation Report (***V and Coastal A Zones only***)
 - ☐ ☐ V Zone Certification (***V and Coastal A Zones only***)
 - ☐ ☐ Break Away Wall Certification (***V and Coastal A Zones only***)
 - ☐ ☐ Coastal Area Facility Review Act (CAFRA) Permit
 - ☐ ☐ NJ DEP, Wetlands, or other Prior Approval _____
- ☐ ☐ New Home Builders Registration (***New Homes only***)
 - ☐ ☐ Validated Homeowners Warranty CERTIFICATION or EXCLUSIONS Letter
 - ☐ ☐ Home Improvement Contractor **Registration AND Registration number on permit**
 - ☐ ☐ Electrical/Plumbing/Mechanical **License** verification **AND License number on permit**
 - ☐ ☐ Fire Protection System Contractor **Certification** Division of Fire Safety (N.J.A.C. 5:74)
 - ☐ ☐ Fire Alarm System Contractor **License** Division of Consumer Affairs (N.J.S.A. 45:5A-25)
 - ☐ ☐ Telecommunications Contractor **Exemption** Board of Electrical Contractors (Limited Exemption NJAC 13:31-4.1a)
 - ☐ ☐ Unregulated Underground Tank **Certification** Dept. of Environmental Protection (N.J.A.C.7:14B-16)