

Monmouth Beach Residential Certificate of Occupancy Checklist

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

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

<u>N/A</u>	<u>Provided</u>	<input type="checkbox"/> CHECK IF STRUCTURE IS IN A SPECIAL FLOOD HAZARD AREA
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| <input type="checkbox"/> | <input type="checkbox"/> | Signed, completed Application for Certificate of Occupancy |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of Occupancy Fee PAID |
| <input type="checkbox"/> | <input type="checkbox"/> | No outstanding Violations, Penalties or Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Subcode Technical FINAL Inspection Approvals & Subcode Signoff |
| <input type="checkbox"/> | <input type="checkbox"/> | Framing Inspection Checklist, signed by both Contractor and Inspector |
| <input type="checkbox"/> | <input type="checkbox"/> | Air Barrier Checklist, signed by both Contractor and Inspector |
| <input type="checkbox"/> | <input type="checkbox"/> | Insulation Checklist, signed by both Contractor and Inspector |
| <input type="checkbox"/> | <input type="checkbox"/> | Duct Tightness Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Floodplain Inspection Checklist & FINAL Approval Signoff (structures in flood zones) |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation location survey AND elevation certificate, including lowest floor elevation and as-built elevation documentation (structures in flood zones) Documentation and certificates shall be submitted prior to further vertical construction of foundation. (For new construction, additions, and substantial improvement/damage [N.J.A.C. 5:23-2.18(b)1ii2]) |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire Subcode Technical FINAL Inspection Approvals & Subcode Signoff |
| <input type="checkbox"/> | <input type="checkbox"/> | Electrical Subcode Technical FINAL Inspection Approvals & Subcode Signoff |
| <input type="checkbox"/> | <input type="checkbox"/> | Plumbing Subcode Technical FINAL Inspection Approvals & Subcode Signoff |

RESIDENTIAL ELEVATORS

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|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Elevator Subcode Technical FINAL inspection approval (State DCA) |
| <input type="checkbox"/> | <input type="checkbox"/> | Licensed Architect/Engineer report attesting compliance with ASME A17.1 (elevator) or ASME A18.1 or (platform/stairway chair lift) |
| <input type="checkbox"/> | <input type="checkbox"/> | For Elevators : A17.2 checklist signed by NJ licensed Elevator Mechanic (N.J.S.A. C.45:14H-1 es seq.) |
| <input type="checkbox"/> | <input type="checkbox"/> | For Residential Vertical Platform or Stair Chair Lifts : UCC Form F310 |
| <input type="checkbox"/> | <input type="checkbox"/> | Foundation location Survey – Signed & SEALED |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Diagram (Final As-built Survey) Plan showing to scale the size and location of all the new construction and all existing structures on the site, distances from lot lines and the established street grades; drawn in accordance with an accurate boundary line survey. |
| <input type="checkbox"/> | <input type="checkbox"/> | Freehold Soil Compliance Letter or Exemption Letter |
| <input type="checkbox"/> | <input type="checkbox"/> | Validated Homeowners Warranty Certification or EXCLUSIONS form |
| <input type="checkbox"/> | <input type="checkbox"/> | 2 Copies of Flood Elevation Certificate – Signed & SEALED |
| <input type="checkbox"/> | <input type="checkbox"/> | Pile Certification – Pile Foundations Only (collected after driven and before vertical construction) |
| <input type="checkbox"/> | <input type="checkbox"/> | V-Zone Certification – <u>V and Coastal A Zones Only</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Deed Restriction-Habitable Buildings w/enclosure greater than 6 feet in height. Ord 22-15.2 |
| <input type="checkbox"/> | <input type="checkbox"/> | Coastal Area Facility Review Act (CAFRA) Permit |
| <input type="checkbox"/> | <input type="checkbox"/> | Board of Health Approval |
| <input type="checkbox"/> | <input type="checkbox"/> | Paid Council on Affordable Housing Fees (COAH) Fees |
| <input type="checkbox"/> | <input type="checkbox"/> | Engineering Approval for a Certificate of Occupancy |